

		<p align="center">September 14, 2010 10:30 am – 12:30 pm</p> <p align="center">MTC 101 Eighth Street Oakland, CA 94607 Contact: Sri Srinivasan (510) 817-5793</p> <p align="center">Telephone Number: (712) 432-1438 Participant Access Code: 932832#</p>	
		<p>Meeting called by: Muhaned Aljabiry Facilitator: Abhijit Bagde Recorder: Bruce Abanathie</p>	
<p align="center">Agenda Topics</p>			
Item	Description	Time	Presenter
1	Agenda	10:30	Abhijit Bagde
2	Ground Rules	10:35	Abhijit Bagde
3	Approval of 08/03/2010 meeting minutes	10:40	Abhijit Bagde
4	Announcements and updates:	10:45	All
5	<p>Follow-Up Items from last meeting:</p> <ol style="list-style-type: none"> 1. Update on use of toll credit use for FTA projects - Item completed (See Item No. 6 below) 2. CMAQ Transit Transfers - Update (See Item No. 10 below) 3. Template for toll credit tracking for FTA projects - Item completed (See Item No. 6 below) 4. Distribution of Toll Credits to the regions – (See Item No. 6 below) 	10:50	Abhijit Bagde
6	<p>Toll Credits:</p> <ol style="list-style-type: none"> 1. Distribution of Toll Credits to the regions 2. Use of Toll Credits for FTA funded projects (Handouts No. 1) 	11:00	Ray Zhang Michael Lange
7	<p>2011 FTIP/FSTIP:</p> <ul style="list-style-type: none"> • Programming of matching funds • Grouped project listings – funding included in prior years (outside of the 4-year FTIP cycle) • FSTIP PPP • Final 2011 FTIP financial summary in excel • Mail 5 copies of Final 2011 FTIP to CT Programming 	11:25	CT Programming
8	CTIPS - Update	11:40	CTIPS Office/Dennis Jacobs
9	Federal-aid project funding guidelines for FFY 2010/11 – STIP TE Projects	11:50	Abhijit Bagde
10	CMAQ Transit Transfers - Update	11:55	Michael Lange
11	Rescission of Federal-Aid Apportionments	12:05	John Flores

12	<ul style="list-style-type: none"> • Follow-Up Items • Open Forum • Future Agenda Items 	12:15	All
13	<p>Future meeting dates and locations:</p> <p>October 26, 2010 - Caltrans, Sacramento (10:30 am – 12:30 pm)</p> <p>December 7, 2010 - SACOG, Sacramento (10:30 am – 12:30 pm)</p>	12:30	All

California Federal Programming Group (CFPG)

Minutes for September 14, 2010:

1. Agenda:

Abhijit Bagde (Caltrans HQ Programming), reviewed the agenda and no changes to the agenda were requested

Handouts were emailed to the group prior to the meeting and will be addressed during the agenda item that they relate to.

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.
- Bolded items were emphasized by Abhijit.**

3. Minutes of the last meeting:

The minutes of the August 3, 2010 meeting were provided via email prior to the meeting and there were no comments or changes requested – approved

4. Announcements and Updates:

Sri Srinivasan (MTC) introduced Adam Crenshaw as an intern working with MTC.

Rosa Park (StanCOG) distributed advertisement flyers for the 2010 San Joaquin Valley Fall Policy Conference

Mike Brady (Caltrans Environmental) announced the Statewide Conformity Working Group phone conference call and directed those interested to the website for call-in information.

5. Follow-Up Items from last meeting:

- a. Update on use of toll credit use for FTA projects - Item completed (See Item No. 6 below)

- b. CMAQ Transit Transfers – This item was postponed from last meeting and will be discussed as part of Item No. 10 (below)
- c. Template for toll credit tracking for FTA projects – Division of Mass Transportation has developed a spreadsheet with the consultation of some MPOs and this item will be discussed as part of Item No. 6 (below)
- d. Distribution of Toll Credits to the regions – (See Item No. 6 below)

6. Toll Credits for Transit Projects

- a. Distribution of Toll Credits to the regions

There were a number of questions from MPOs about the final toll credit policy issued by Caltrans at the last meeting. Local Assistance will answer the questions today.

Ray Zhang (Local Assistance) stated that the policy issued by the budgets office covers both FHWA projects and FTA projects in the reporting time requirements. DLA is working with Budgets office to establish procedures for submission of these reports. Ray requested that the item be deferred to the next meeting to give the two offices time to establish the program requirements. Sam Kaur (SJCOG) noted that this would not be able to submit the information by October 1, because the required information is not decided. Ray agreed.

- b. Use of Toll Credits for FTA funded projects (Handouts No. 1)

Abhijit described the three handouts that accompany this item.

Michael Lange (DMT) started with the FAQ sheet. This sheet is a compilation of the questions that DMT has received since the last meeting and the discussion of toll credits for transit projects. Ted Matley (FTA) stated that he has reviewed the answers and FTA deems them accurate from their view.

Jose Luis Caceras (SACOG) asked about question #7 and the way the funding is described. Discussion followed about how to show toll credits as part of the project funding without representing toll credits as a fund source. Jose Luis also discussed a presentation that SACOG prepared on how to use toll credits without reducing the federal funds available. Jose Luis will forward the presentation to Abhijit.

Sam Kaur (SJCOG) recommended that the template developed by Caltrans for FHWA applications be applied to this example. In the FHWA template, toll credits are referred to as federal share #2 (e.g. Federal share #1 is FTA funds, Federal share #2 is FTA funds using toll credits program).

Sam also asked about question #11. The question is not completely answered – awaiting further response from FTA. Michael stated that (to his knowledge) the spreadsheets had not been forwarded to FTA officially. Ted Matley agreed that the spreadsheet had not been forwarded to FTA officially, but in his brief review for this meeting it appears to be close, with some possible fine tuning.

Michael then addressed the spreadsheet sample. Michael stated that they are using OCTA as the pilot agency because OCTA has a separate account of toll credits. Caltrans plans to ask FTA to approve the OCTA projects as a tracking test.

Pablo Gutierrez (SCAG) asked about the columns on the template having to do with the ECHO drawdown information, and whether or not these will actually be part of the

reporting. Michael stated that this is an issue that will rest with FTA.

SRI asked if this requires that all MPOS follow this accounting method or if there would be some flexibility for other accounting methods. Michael stated that if FTA approves this template, that all MPOs in the state would follow this process/method. Sri stated that MTC would like to have more discussion on this matter since there has been no opportunity for in-depth discussion on the best method and MTC does have an in-place method. Sri also noted the difficulty in coordinating the ECHO data availability. Other data elements of the spreadsheet questioned were the start and end dates for the projects due to the fact that some MPOs do not enter the TEAM data.

Jose Luis agreed that the availability of information that the spreadsheet asks for is difficult to obtain – especially at the point of programming of the projects. Jose Luis also requested a draft template for MPO comment. Michael suggested that the current template be used for comment.

Ted stated that FTA agrees with Caltrans in that there should be only one system for all MPOs to use (recorder's note – Ted did not require that the current spreadsheet would actually be the final system). Ted also stated that they would start looking at the form and data requirements.

Ivan Garcia (BCAG) suggested that a column for “comments” be added to the form and that the form and data elements be revisited in February. Michael noted that in the process of the OCTA utilization, that they would be revising the program as needed.

Sam asked about the Caltrans plan for submission of the forms. Sam also noted the problems with having all of the information for the spreadsheet if submission is required before project grants are finalized. It also appears that the sheets would have to be submitted more than once per year. Michael stated that the forms may need to be submitted more than once in order to update the information as projects progress. The reporting requirements have not been set.

Abhijit suggested that a procedural description accompany the spreadsheet.

Sri again stated that the template and process needs more consideration before a policy is set. Not enough MPOs have been consulted for full input.

Sookyung questioned why OCTA was the only MPO that was able to proceed with the toll credit program for the FTA projects this year - while all of the other MPOs had to wait until next year to move forward on this program. Michael stated that OCTA had a separate pot of toll credits that was approved by FHWA and that they would be using that pot of credits as OCTA's apportionment. Sookyung stated that SANDAG also had a separate pot of toll credits and wanted to know about whether their agency can also proceed to use toll credits for FTA projects in the current year; that SANDAG has pending FTA grants that are waiting for a resolution. Michael was unable to give Sookyung an answer at this time, but will address the question within DMT for further clarification and will follow up at the next CFPG meeting.

Comments on the form and process to be submitted to Michael by October 1, 2010.

7. 2011 FTIP/FSTIP

- a. Programming of matching funds.

Abhijit noted that there have been some items discovered when the programming office reviewed the submitted 2011 FTIPs. The first is the programming of matching funds, in some projects the matching funds are not programmed in the same FY as the federal funds. Abhijit reminded the group that the matching funds must be programmed in the same year as the federal funds and with the appropriate phase unless an agreement has been approved by FHWA for the use of “Soft Match” or “Flexible Match”.

Sri noted that the rule does not apply to FTA funds. Sri asked that Ted comment on this. Ted stated that the programming must be the same as the highway projects; however, the drawdown may be different.

b. Grouped project listings – funding included in prior years (outside of the 4-year FTIP cycle)

Abhijit explained that when carrying over grouped project listings that the MPO look at the project list and see what projects have been delivered. The repeated carrying over of grouped project listings creates a large amount of funds in the project and may also lead to double programming.

Sri asked about a specific process for MPOs to use to remove projects. Abhijit stated that removing projects that have already been delivered is a good process. For SHOPP, projects from the prior SHOPP document that were not allocated by CTC are always programmed in the new SHOPP document. Therefore, SHOPP dollars programmed in the prior years can be deleted.

Jose Luis commented that District 3 has informed SACOG that there are SHOPP projects that are not considered complete because they are not open to the public.

Bruce Abanathie (KCAG) echoed Jose Luis’ comment and added that there is some conflicting information regarding when it is safe to take a project out of the FTIP. In some cases invoices submitted to Caltrans through Local Assistance have had requests for “current” FTIP listing proof before an invoice will be paid. Although the “prior” year listing is not officially in the FTIP, they are satisfied that the projects are shown on the FTIP tables. Abhijit asked for clarification about when the project is taken out of the FTIP, and Bruce stated that the projects are safely removed after final invoice is paid. Abhijit agreed that removing a project after final invoice is acceptable; that programming is mainly concerned when grouped project gather such large sums of money that they are difficult to manage in CTIPS.

c. FSTIP PPP

Lima Huy (Caltrans Office of Federal Programming) asked that everyone make sure that all amendments can be accessed using the link on the Caltrans website. If your FTIP or amendment location has changed, please notify Lima and provide the current website link. Also, Lima sent a recent email requesting that all MPOs make sure that any amendments to your board approved 2011 FTIP are in the same location as the board approved FTIP. Lima will be sending an email requesting the MPOs to post the draft FSTIP on their website for public review.

d. Final 2011 FTIP financial summary in excel

Teresa Favila (Caltrans Office of Federal Programming) reminded everyone that the 2011 financial tables are required to be submitted by tomorrow (September 15, 2010). Lima added that the MPOs need to be sure that they are using the final version of the tables. If any MPO has any questions about submitting the tables, please contact your HQ FTIPs

Coordinator.

Muhaned thanked MPOs for submitting their FTIPs to Caltrans by August 1, 2010.

Muhaned also added that any MPOs that have processed an amendment or administrative modification to their 2011 FTIP need to update their financial tables and make sure that they submit financial tables that reflect the amendment.

e. Mail 5 copies of Final 2011 FTIP to CT Programming

Abhijit noted that, as the FTIP checklist states, MPOs need to send five paper copies of the final 2011 FTIP to Caltrans for distribution within Caltrans.

8. CTIPS Update

Dennis Jacobs (Caltrans Office of Federal Programming) with Jordan Leung (CTIPS Office) has been working with several issues. The first was to modify the rules to accept de-obligating projects with a zero dollar programming (requested by SACOG). The next was to enlarge the screen to accommodate larger programming numbers in the cells (MTC need). They have developed a CTIPS technical advisory committee to assist in addressing the issues brought forward.

9. Federal-aid project funding guidelines for FFY 2010/11 – STIP TE Projects

Abhijit noted that this item was on the last agenda, and was deferred to today's meeting. All STIP-TE projects may be funded at 100% (no match required) – this applies to both RIP and IIP TE – the toll credits are being used for the match.

Sam Kaur confirmed that this is only applicable to the FFY 10/11 (during the toll credit pilot program).

10. CMAQ Transit Transfers - Update

Abhijit explained that this item was also carried over from the last meeting. Michael Lange stated that it was requested that DMT break out the 5307 process from the 5311 process flow chart. The handout for this item was emailed. FTA stated that this is not an FTA issue because FTA is on the receiving end of the transfers. FHWA will address the item in their office and issue an opinion on the process.

Sri reminded the group that the main purpose of this item is to look at the processing of projects and look at streamlining the processing. We need to figure out where the processing backlogs are occurring. Michael agreed to look at the information on this issue. MPOs need to submit project specific data to Michael by October 15, 2010.

Ross McKeown (MTC) stated we would like to receive some sort of notification from DLA when the project is processed to the next step at FHWA CA Div. Big hold up may not be FHWA or FTA, but rather the State Treasurer's office. We would like to see what the treasurer's office can do about the processing time.

11. Rescission of Federal-Aid Apportionments

John Flores (Caltrans HQ Local Assistance) provided information on the pending rescission. The notice is FHWA notice N4510.729, dated August 13, 2010, requiring a rescission of \$2.2 billion of federal aid highway funds apportioned to the states. CA's share is \$204.7

million, with approximately \$74 million of that from the local share. Caltrans is looking at the allowable fund streams to draw the \$74 million from. There are basically three fund streams available; CMAQ, Bridge, and STP any area. DLA has evaluated the three fund streams and met with the rescission committee. The share for the local bridge funds is approximately \$43 million, rescinding most of the bridge off-system funds restored (from the 2009 rescission). The STP any area funds will not be used. CMAQ share will be approximately \$29 million of unobligated balances. The share per region will be decided at the end of the current FFY. The methodology will be to take the regional share based on unobligated balances in the regions as of September 30, 2010. The methodology was reported to FHWA in August (prior to the FHWA specified deadline). DLA will not have the specific amounts until mid to late October. Specific goals discussed in the rescission work group were not to deobligate any projects to meet the rescission, nor to interrupt any projects being obligated this year (including August redistribution obligations).

Terry Lewis (MCAG) requested clarification that this rescission will not impact the STP exchange funds. John clarified that the STP funds were not being used to meet the rescission requirement. The rural and small MPOs that exchange their RSTP will still be able to exchange the funds with the increased amount that they were notified about earlier in the year.

12

a Follow-up Items

MPOs to provide comments on the toll credits for FTA projects spreadsheet – OCTA example – to Michael Lange of DMT by October 1, 2010

FHWA to review the CMAQ transit transfer flow chart and return comments to DMT by October 1, 2010

MPOs to provide project specific processing data to DMT for CMAQ transit transfer process to DMT by October 15, 2010

DMT to look into the CMAQ transit transfer processing issue with state treasury

SACOG to email Abhijit the toll credit options presented to their local agencies

DMT is to provide the process and procedures to accompany the toll credit spreadsheet and flow chart information.

DMT is to provide the FTA 5316 and 5317 information to the MPOs in order for the MPOs to be able to program the group project listings.

b. Open Forum

Muhaned asked that all of the MPOs upload their 2011 FTIPs into CTIPS as soon as possible in order to have as complete information available.

Sri provided two handouts related to their FTIP. The first was intended to analyze the level of investments directed toward the low income and underserved communities. Sri would like to see any similar analyses done by other MPOs. The second was a public guide to help people understand the FTIP.

c Future Agenda Items

No requests made by the group.

13 Future Meeting Dates

October 26, 2010 - Caltrans, Sacramento (10:30 am – 12:30 pm)

December 7, 2010 - SACOG, Sacramento (10:30 am – 12:30 pm)

Meeting Adjourned

Handout No. 1: Handout for Item No. 6

Caltrans Division of Mass Transportation Transportation Development Credits FAQ's

1. Will the sheet provided to us be used for all FTA funds (even though the sample project entry is 5307) or just for fund types tracked by the MPO?
The tracking sheet will be used for all transit fund types. Transportation Development Credits will not be available for use with Flex funds as this time.

2. Will your office do all of the tracking or will the MPOs assist in the tracking for 5311 funds?
DMT along with Caltrans Budgets will track 5311 funds.

3. Who will track the FTA planning, 5309, 5310, and 5313, and will we have a guideline written that specifies what fund types are eligible for toll credits and how the coordination will be handled?
The Division of Planning will track the planning related funds (5303, 5304, and 5313); DMT will track 5310 and 5309 funds.

4. Do we know if this is for internal use only, or will we be required to submit this report to FTA?
The MPOs will collect the information from the Transit Operators and provide it to Caltrans on the tracking spreadsheet.

5. How often will we be required to submit this data?
The MPO's will be required to submit this data annually. More frequent submissions may be required as the tracking becomes automated.

6. Are you looking to see what Toll Credits we have already applied for or what we plan to use?
The MPO's will receive a 1 year allocation of Transportation Development Credits for transit projects and DMT will be tracking the use of credits. Allocations will be based on need identified in the spreadsheet.

7. If the transit operators will report in TEAM, what will this look like? Will this spreadsheet be added as an attachment?
Agencies will not be reporting Transportation Development Credits in TEAM. Agencies will enter a project in TEAM using transportation development credits as shown in the example below:

<i>Actual cost of the asset</i>	<i>\$500,000</i>
	<i>=====</i>
<i>Federal Share (80%)</i>	<i>\$400,000</i>
<i>Local Share (20%)</i>	<i>\$100,000 (from toll revenue credits)</i>
	<i>\$500,000</i>
	<i>=====</i>

Caltrans Division of Mass Transportation Transportation Development Credits FAQ's

In Transportation Electronic Award and Management (TEAM), the recipient will enter the following:

<i>Total project cost</i>	<i>\$500,000</i>
<i>Federal Share</i>	<i>\$500,000</i>

FTA requires the recipient to state within the comment section of TEAM that transportation development credits provide \$100,000 for the local share. FTA will not approve a retroactive application of Transportation Development Credits, nor will FTA allow additional toll credits to be added to a grant after it is executed. Toll Credits can be used for "operating" projects.

8. If we are collecting the data from the transit agencies, why are they reporting the data in TEAM? They can't report until the MPO and Caltrans approve? As the MPO, we will also be looking to use Toll Credits, so does this need to be approved by Caltrans before we can report?

Agencies will not be reporting Transportation Development Credits in TEAM. Agencies will apply for funds and report financials in TEAM. Projects will show as 100% FTA funded.

9. Who in Caltrans will we be reporting to?

The Division of Mass Transportation (DMT)

10. I notice the additional ECHO information columns in the attached template. I just wanted to know if MPOs will be responsible for providing this information as well. We have never used ECHO and do not access to it. I was wondering if this information will be tracked by Caltrans.

The ECHO information should be provided by whoever within the MPO enters the ECHO Drawdowns. For Urbanized areas the transit agencies would provide to the MPO's and for rural areas and discretionary programs within MPO boundaries, Caltrans will provide this data.

11. Why is all the information on the Toll Credit Tracking sheet starting from the "Allocation Amount" column to the end of the sheet, which I believe all falls under the "TEAM Information" section necessary? Is this required by FTA or was it just suggested? This would require quite a bit of tracking and I suggest it be removed if not required by FTA.

When Caltrans submits the tracking spreadsheet to FTA for approval, we will ask FTA to verify all columns needed.

Handout No. 2: Handout for Item No. 10

FY 2010 CMAQ / RSTP 5307 FUNDING TRANSFER

