Agenda

October 2, 2007
10:00 am – 12:00 pm

Federal Highway Administration
650 Capitol Mall
Suite 4-100
Sacramento, CA 95814

Contact: Steve Luxenberg
(916) 498-5066

Meeting called by: Muhaned Aljabiry

Facilitator: Abhijit Bagde

Recorder/Time Keeper: Tracy Hendrickson

Agenda Topics

Item	Description	Time	Presenter
1	Topics/Agenda/Introductions	10:00	Abhijit Bagde
2	Ground Rules	10:05	Abhijit Bagde
3	Approval of the 08/21/2007 CFPG meeting minutes	10:10	Abhijit Bagde
4	Announcements and updates	10:15	All
5	Follow-Up Items from last meeting:	10:20	CT
	▪ Financial Tables		Jody Tian
	▪ SAFETEA-LU Compliant RTPs. (*By next CFPG mtg*)		Steve Luxenberg
	▪ Discuss with FHWA/FTA about new nomenclature (administrative modification) for administrative amendment per SAFETEA-LU. (*By next CFPG mtg*)		Abhijit Bagde
	▪ Follow up on Year of Expenditure dollars for state projects. (handout) (*Completed*)		Muhaned Aljabiry
	▪ Form sub-committee (between state and MPOs) for FSTIP's PPP. (Sometime in October 2007)		See Item # 9
	▪ What type of amendment or conformity action is required when changing the type of vehicle that is programmed for purchasing. (*By next CFPG mtg*)		Abhijit Bagde
6	New volunteer/organization to coordinate CFPG meeting for next calendar year	10:30	Abhijit Bagde
7	Department of Parks and Recreation (PowerPoint presentation)	10:40	Thomas Dempsey
8	Information Only Projects in FSTIP	10:55	Penny Gray
9	Status of statewide public participation outreach	11:00	Cathy Gomes
10	2009 FSTIP Overview/Working Group (handout)	11:05	Muhaned Aljabiry
11	Non-Constructible Projects (handout)	11:15	Muhaned Aljabiry
12	Establish Task Force re: changes to the current FSTIP modification guidelines per SAFETEA-LU	11:20	Abhijit Bagde
13	Exclusion of projects from the FTIP amendment approval	11:30	Abhijit Bagde
14	Updating the FSTIP in CTIPS for rural RTPAs to reflect changes in STIP.	11:35	Penny Gray
15	Identifying best practices in amendment submittal and approvals	11:40	Abhijit Bagde

16	Open Forum	11:45	All
17	Meeting dates and locations for 2007: **Date** **Place** October 2 FHWA, Sacramento (10-12pm) November 13 SACOG, Sacramento (10-12pm) December 18 Caltrans, Sacramento (10-12pm) Meeting dates and locations for 2008: January 29 MTC, Oakland (10-12pm)	11:50	All

CALIFORNIA FEDERAL PROGRAMMING GROUP (CFPG)
MEETING MINUTES – October 2, 2007

The CFPG meeting was held at the Federal Highway Administration (FHWA) in Sacramento from 10:00 a.m. to 12:00 p.m.

1. Topics/Agenda/Introduction:

The meeting started with the self-introduction of attendees.

2. Ground Rules:

Abhijit Bagde, Caltrans, Federal Programming, asked the group to refer to the Ground Rules from previous meeting minutes.

- 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.
- For those joining by telephone, do not put the call on hold.

3. Approval of 8/21/07 CFPG meeting minutes:

The meeting minutes for August 21, 2007, were approved with no changes.

4. Announcements and updates:

Olin Woods, SACOG, announced SACOG will be the lead for the five-year Transportation Improvement Program (TIP) proposal to be discussed with the California Association of Council of Governments (CALCOG) group during CALCOG's November meeting. Muhaned Aljabiry, Caltrans, Federal Programming, would like to have a discussion with SACOG prior to the November CALCOG meeting.

5. **Follow-up:**

   A. **Financial Tables** – Received Long-Range Financial Plan from FHWA; working on financial tables for the FTIPs/FSTIP to make consistent; will share at the Working Group session; will also share with a few MPOs for input.

   B. **SAFETEA-LU Compliant Regional Transportation Plans (RTPs)** – Steve Luxenberg said that a few RTPs have been approved as compliant; expecting others within the next few months.

   C. **Discuss with FHWA about new nomenclature for administrative amendment per SAFETEA-LU** – Use administrative amendments until the final resolution.

   D. **Follow up on Year of Expenditure dollars for state projects** – Two handouts; handouts addressed concerns raised at previous meeting. STIP and SHOPP projects are programmed with escalating amounts in year of construction. Would like methodology stating how funds are escalated. Abhijit Bagde, Caltrans, stated he will take a look at the STIP guidelines.

   E. **Form sub-committee for FSTIP's Public Participation Plan (PPP)** – Will be discussed in Item #9.

   F. **What type of amendment or conformity action is required when changing the type of vehicle that is programmed for purchasing** – Abhijit Bagde, CT, will follow up with FTA Programming.

6. **New volunteer/organization to coordinate CFPG meeting for next calendar year:**

   Abhijit Bagde, Caltrans, requested volunteers to host the CFPG meetings for the upcoming calendar year. Caltrans and FHWA will continue to provide support (locations, meeting rooms, etc.). Forward your contact information to Abhijit Bagde if interested (abhijit.bagde@dot.ca.gov or 916-654-3638).

7. **Department of Parks and Recreation:**

   Thomas Dempsey, Department of Parks and Recreation, went over a PowerPoint presentation on the Recreational Trails Program (RTP). Highlights:

   - cc: MPO on recommended state list;
   - Project must meet three federal requirements before FHWA will look at it;
   - FHWA – If the agency submits a letter indicating recommendation of a project for a certain program cycle, it would be approved in the FTIP. It would be appropriate to remove the project in the first and second year if it's no longer recommended later.

- Each agency is to make a good faith effort to have each project listed in the year it is to be obligated. Caltrans will work with the Department of Parks and Recreations to provide a list of projects that will not be obligated.
- Motorized portions are not exempt;
- If it's a federal project, the National Environmental Policy Act (NEPA) needs to be complete beforehand. If it's a non-federal project, the NEPA is not required to be complete beforehand.
- It was noted there has been a jurisdiction change and NEPA approval is under the jurisdiction of the State and no longer FHWA; David Cowen stated the Department of Parks and Recreations is exempt.

PowerPoint presentation: RTP for CFPG Final.ppt

8. Information Only Projects in FSTIP:

Penny Gray, Caltrans, Federal Programming, stated that projects that need NEPA approval must be programmed in the FSTIP even though no dollars are shown. The project description should include "environmental purposes".

9. Status of statewide public participation outreach:

Follow-up Item #9: Muhaned Aljabiry stated there is no need for a sub-committee and he will provide updates to CFPG at each meeting.

Cathy Gomes, Caltrans, Federal Programming, provided scheduling information for the FSTIP's PPP. A draft schedule will be emailed to the group. A consultant is expected to do the outreach between October 2007 and January 2008, utilizing a variety of strategies. The draft PPP will be based on input from this outreach. Any comments will be incorporated into the PPP around April 2008. The PPP should be out by June 1, 2008.

The MPOs will submit their TIPs by 6/1/08 and there will be one month for feedback. Tentative comments on the FSTIP will be done July 1, 2008 through July 30, 2008. The FSTIP will be submitted FHWA in September 2008.

The Working Group session on October 16, 2007, will address the issue of changes needed to the FSTIP due to public comments received. A summary will be provided to the CFPG.

10. 2009 FSTIP Overview/Working Group:

Muhaned Aljabiry reminded the group the last task force meeting before the Overview/Working Group sessions is today. The Overview session will be led by three MPOs – SACOG, MTC and MCAG. Those who are involved in the development of the FSTIP should be attending the Working Group session on the second day.

Handout: working_group_agenda.doc

11. Non-Constructible Projects:

Muhaned Aljabiry stated when projects are going for obligation, Caltrans' Local Assistance is asking for all the required documentation for construction. Continue programming non-constructible projects under the construction phase. Grouped projects and back-up listings should be under construction. The back-up listings may show other applicable phases. Caltrans will discuss P.E. Rideshare concern with Local Assistance.

Handout: interim_policy_nonconst_pjts.doc

12. Establish Task Force re: changes to the current FSTIP modification guidelines per SAFETEA-LU:

Abhijit Bagde stated the current FSTIP Modification Guidelines (http://www.dot.ca.gov/hq/transprog/federal/fedfiles/amendmentprocedures.pdf) were approved by FHWA/FTA on January 13, 2006. As SAFETEA-LU included administrative modifications in the planning regulations, Caltrans would like to set up a task force to discuss revisions to the current guidelines. The task force will consist of MPO representatives, Caltrans, FHWA and FTA. If you would like to be part of this task force, provide your contact information to Abhijit Bagde by October 9, 2007. The guidelines should be revised before the 2009 FTIPs are adopted by MPOs. It was requested the revised guidelines not be more restrictive than the federal guidelines.

13. Exclusion of projects from the FTIP amendment approval:

Abhijit Bagde stated Caltrans does not have authority to exclude any project(s) from an FTIP amendment. Caltrans either can approve the amendment as submitted or reject the amendment entirely. However, Caltrans will request FHWA/FTA in the state approval letter which projects need to be excluded from the FSTIP approval. In such case, if the affected project(s) affect the air quality conformity, Caltrans will not approve that amendment.

14. Updating the FSTIP in CTIPS for rural RTPAs to reflect changes in STIP:

Penny Gray provided a reminder for the group in regards to STIP projects transferred to the FSTIP in CTIPS (for the rurals) – if any changes are made after the transfer, the district needs to tell Caltrans HQs about the changes.

15. Identifying best practices in amendment submittal and approvals:

Abhijit Bagde stated Caltrans will be meeting with FHWA to decide the best practices for submitting and approving amendments.

16. Open Forum:

There were no comments.

17. Follow-up Items for Next Meeting:

- Follow-up: 5-yr TIP discussion w/ Olin Woods prior to the November CALCOG meeting – Muhaned to contact Olin

- Abhijit Bagde, CT, stated he will take a look at the STIP guidelines (for methodology of how funds are escalated – as a follow up to Year of Expenditure dollars for state projects).

- What type of amendment or conformity action is required when changing the type of vehicle that is programmed for purchasing – Abhijit Bagde, CT, will follow up with FTA Programming.

- Cathy Gomes to email PPP schedule.

- The Working Group session on October 16, 2007, will address the issue of changes needed to the FSTIP due to public comments received. A summary will be provided to the CFPG.

- Non-Constructible projects - Caltrans will discuss P.E. Rideshare concern with Local Assistance.

- MPOs who would like to participate in the task force to revise the current amendment guidelines, contact Abhijit Bagde by October 15, 2007.

Attachment G

State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

To: DISTRICT DIRECTORS

Date: March 13, 2007

From: RICHARD D. LAND
Chief Engineer

CINDY MC KIM
Chief Financial Officer

Subject: Project Cost Escalation for State Highway Operation and Protection Program

The Project Development Procedures Manual and other programming guidance state that the District shall provide project cost estimates escalated to "January 1 of the first calendar year of the first fiscal year to be programmed in the programming document" (e.g. January 1, 2008 for the 2008 State Highway Operation and Protection Plan (SHOPP)). This guidance also states that Headquarters Division of Programming (Programming) will escalate this estimate at established escalation rates to the actual programmed fiscal year. Lacking better information, Programming has been using the Department of Finance rates, currently three percent, to escalate cost estimates. This rate does not always reflect the growth in construction costs or current market conditions. Effective March 30, 2007, Districts will be responsible for providing escalated project costs to Programming. Programming will no longer be adjusting cost estimates.

For each candidate SHOPP project, the District will provide to Programming an estimated cost to award the project in the current fiscal year and escalated costs to award for each of the fiscal years where SHOPP capacity is available per directions from Programming. When programmed projects are moved within an existing programming document (i.e. moved from one fiscal year to another), Districts are to provide an updated cost to award escalated to the new programming year.

In an effort to provide assistance to the Districts, the Division of Design will be publishing various indices and recommended statewide escalation rates. The indices and statewide escalation rates can be viewed at http://www.dot.ca.gov/hq/oppd/costest.htm. Districts will be responsible for developing their own project specific escalation rates based on regional data and local market conditions.

If you have any questions please contact Ray Tritt, Chief, Special Projects, Division of Design, at (916) 653-3348.

c: Design Management Board
Project Management Board
Rachel Falsetti
Rick Gueval
Ray Tritt

47. Cost Estimates for Project Components. For each project proposed for programming, the RTIP or ITIP shall list costs separately for each of the 4 project components: (1) environmental studies and permits; (2) preparation of plans, specifications, and estimates, (3) right-of-way, and (4) construction. For the right-of-way and construction components on Caltrans projects, the RTIP or ITIP shall list separate costs for Caltrans support and for capital outlay. For Caltrans projects, that brings the total to 6 project cost components.

For each project component, the amount programmed shall be escalated to the year proposed for programming, based on the current cost estimate updated as of November 1 of the year the RTIP or ITIP is submitted. The standard escalation rate for the STIP shall be that specified in the fund estimate for the STIP. Caltrans or a region may elect to use alternative escalation factors for right-of-way or other costs as it deems appropriate. STIP costs and non-STIP costs will be displayed separately. Where a project or project component will be funded from multiple county shares or jointly from the interregional share and a county share, the amounts programmed from the different shares will be displayed separately. Amounts programmed for any component shall be rounded to the nearest $1,000. For jointly funded projects, the county share or ITIP share contribution programmed for a component shall each be rounded to the nearest $1,000.

Email distributed by Office of Project Implementation, Division of Local Assistance, Caltrans:

Interim Policy on Authorization of Non-construction Federal-aid Projects

With the enactment and implementation of SAFETEA-LU, we have seen an increased number of projects getting federal-aid highway funds for non-construction type of activities. For example, SAFETEA-LU mandates an allocation of 10-30% of the newly established Safe Route to School Program funds to be used for non-infrastructure-related activities. Other examples that have existed before SAFETEA-LU include projects funded with Transportation Enhancement (TE) and Congestion Mitigation and Air Quality (CMAQ) funds for public campaign, education activities. These kind of non-construction/non-infrastructure projects do not involve engineering design and R/W and will not lead to the construction of transportation facilities.

Questions have been raised as to how this type of non-construction projects should be programmed and processed to receive FHWA authorization to proceed. After discussions with Division of Transportation Programming, a decision was made to process non-construction project using the Construction authorization procedure. The main reason for this decision was because FHWA has not agreed to grant a programmatic waiver of environmental requirement on this type of projects. FHWA is concerned that some of the actions by these projects may still impact the environment.

Although the Local Assistance Procedures Manual covers the handling of this type of projects in various chapters, some revisions and clarification are needed to better facilitate the processing of this type projects. Until the LAPM is updated on this subject, this communication serves as an interim consolidated policy for processing non-construction projects based on existing procedures.

Programming in the FTIP:

> All Grouped Projects (Lump Sums) are typically programmed under Construction in the FSTIP. For non-construction projects, the back up listing for the grouped projects shall also show funding under the construction phase. For all grouped other projects, the back up listing may show other applicable phases.

> All non-construction projects that are individually listed shall also be programmed under Construction in the FSTIP.

Processing of Request for Authorization to Proceed with Construction:

> FSTIP programming
> Submit Exhibit 9-B (Agency Annual Anticipated DBE Participating Level)
> Submit Request for Authorization to Proceed with Construction
> Submit a copy of the project application
> Submit finance letter
> Submit NEPA document as Categorical Exclusion (CE)
> Submit R/W certificate as No Right-of-Way R/W cert
> Submit project work plan, budget with schedule in lieu of the traditional PS&E. The work plan needs to document the project deliverables.