

		<p align="center"><b>December 18, 2007</b>  <b>10:00 am – 12:00 pm</b></p> <p align="center"><b>The Department of Transportation</b>                  Dept. of Veteran Affairs Building                  1227 O Street, Room 513                  Sacramento, CA 95814</p> <p align="center">Contact: Abhijit Bagde                  (916) 654-3638</p>	
		<p><b>Meeting called by:</b> Muhaned Aljabiry  <b>Facilitator:</b> Abhijit Bagde  <b>Recorder/Time Keeper:</b> Penny Gray</p>	
<p><b>Agenda Topics</b></p>			
Item	Description	Time	Presenter
1	Topics/Agenda/Introductions	10:00	Abhijit Bagde
2	Ground Rules	10:05	Abhijit Bagde
3	Approval of the 11/13/07 CFPG meeting minutes	10:10	Abhijit Bagde
4	Announcements and updates <ul style="list-style-type: none"> <li>• Contact list for Caltrans Federal Programming Office (Handout 1)</li> <li>• California Transportation Planning Conference</li> </ul>	10:15	All
5	Follow-Up Items from last meeting: <ul style="list-style-type: none"> <li>• E-mail Abhijit Bagde by COB November 16, 2007 if you are interested in participating in the following task forces:                             <ul style="list-style-type: none"> <li>○ Task Force 1: Changes to the current FSTIP modification guidelines per SAFETEA-LU.</li> <li>○ Task Force 2: Identifying best practices in amendment submittal and approvals.</li> </ul> </li> <li>-Item completed.</li> <li>• FHWA to discuss with their Resource Center if local funds can be added and shown without showing different sources on the programming page of the financial summary template.</li> <li>• E-mail response to Muhaned Aljabiry or Penny Gray on “What worked and what did not work at the 2009 FSTIP Workshop”</li> <li>• MPOs to e-mail their Expedited Project Selection Procedures to Ted Matley, FTA before the next CFPG meeting.</li> <li>• FHWA to follow-up on where in SAFETEA-LU does it require financial constraints to be listed by program/by year</li> <li>• E-mail CFPG members Local Assistance guidance on “Non-Constructible Projects” – by next CFPG meeting – Item completed</li> <li>• Ongoing projects – Why Local Assistance requires agencies to submit project information every year</li> </ul>	10:20	Caltrans/FHWA
6	Proposal to Change the Year of FTIP/FSTIP Cycle Update (Handout 2)	10:35	Muhaned Aljabiry
7	How to handle completed projects during FTIP cycle	11:10	Abhijit Bagde
8	CMAQ/RSTP estimates for the next FTIP cycle	11:15	Cathy Gomes
9	Task Force Discussions (Handout 3)	11:20	Abhijit Bagde

10	Future RTP actions require all costs to be listed in year-of-expenditure dollars (including conformity determinations)	11:30	Steve Luxenberg
11	Update on Public Participation Process for the FSTIP	11:40	Cathy Gomes
12	CMAQ Annual Report	11:50	Cathy Gomes
13	Open Forum	11:55	All
14	Meeting dates and locations for 2008: January 29 MTC, Oakland (10-12pm) March 11 SACOG, Sacramento (10-12pm) April 22 FHWA, Sacramento (10-12pm)	11:55	All

## CFPG MEETING MINUTES – December 18, 2007

The CFPG meeting was held at the Department of Transportation (Caltrans) in Sacramento from 10:00 a.m. to 11:30 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

Currently, Caltrans has limited phone lines (20) available for the CFPG calls. In order to reserve a line, participants must notify Abhijit Bagde or Muhaned Aljabiry prior to the scheduled meeting. The call in number will only be distributed to the 20 participants. Caltrans will continue to explore additional ways to accommodate all participants. Video conferencing was suggested. However, video conferencing would limit the location of meetings. In the meantime, participants in the same general location are encouraged to "share" one line.

### 3. Approval of 11/13/07 CFPG meeting minutes

No discussion. Minutes approved.

### 4. Announcements and updates

Tracy Hendrickson is no longer with the FSTIP office. However, she will continue to post the amendment information on Caltrans' website. The California Transportation Planning Conference will be held in Long Beach February 6-8. There will be a panel discussion on Overview and Public Participation Associated with the Federal Programming Process. Panel members will include representatives from FHWA, MTC, and Caltrans. Abhijit will e-mail the conference link to the CFPG group.

### 5. Follow-up

## CFPG MEETING MINUTES – December 18, 2007

- E-mail Abhijit Bagde by COB November 16, 2007 if you are interested in participating in the following task forces:
  - Task Force 1: Changes to the current FSTIP modification guidelines per SAFETEA-LU.
  - Task Force 2: Identifying best practices in amendment submittal and approvals.
    - Item completed. To be discussed under Agenda #9.
- FHWA to discuss with their Resource Center if local funds can be added and shown without showing different sources on the programming page of the financial summary template.
  - Response – Local funds must be detailed on the revenue portion of the financial summary. However, on the programmed portion, local funds may be grouped except for the Sales Tax Measure funds. The Sales Tax may contain specific language limiting where and how those funds may be used. As a result, they must be shown separately. This will provide tremendous flexibility for the MPOs, however, FHWA does reserve the right to amend this process in the future if needed.
- E-mail response to Muhaned Aljabiry or Penny Gray on “What worked and what did not work at the 2009 FSTIP Workshop”.
  - No comments received. Jose Luis Caceres requested feedback regarding the presentations by the MPOs.
- MPOs to e-mail their Expedited Project Selection Procedures to Ted Matley, FTA before the next CFPG meeting.
  - Ted has reviewed and addressed any concerns with individual MPOs. MPOs that have not yet provided this information to Ted Matley, should do so ASAP.
- FHWA to follow-up on where in SAFETEA-LU does it require financial constraint to be listed by program/by year.
  - Steve Luxenberg provided the following cites: 23 USC 450.216(h)(3) for statewide and 23 USC 324(e)(3) for metropolitan
- E-mail CFPG members Local Assistance guidance on “Non-Constructible Projects” – by next CFPG meeting.
  - Item completed.
- Ongoing projects – A question was raised as to why Local Assistance requires agencies to submit project information every year.
  - Bill Sandoval, Local Assistance, responded that the primary reason is for project close-out. They prefer a new project number for each year’s allocation of funds, especially for programs such as ride share, TTAP, etc. This process does not apply to FTA funds.

Additional discussion. Olin Woods, SACOG, requested that CFPG schedule meetings up to a year in advance in order to eliminate conflicts. Muhaned agreed to schedule CFPG meetings 6-9 months in advance. We currently have meetings scheduled through April. Olin also reported on the presentation to CalCOG regarding proposed changes to SAFETEA-LU concerning a 5-year list of projects with 4-year cycle. CalCOG may not be the correct audience, since they usually deal with issues at a more general level. Ken

## CFPG MEETING MINUTES – December 18, 2007

DeCresenzo has included this item on his list of things to update for the new Act. Olin requested Muhaned to followup with Ken.

### 6. Proposal to Change the Year of FTIP/FSTIP Cycle Update (Handout #2)

Updating the STIP, SHOPP, and FSTIP in the same year is problematic for both MPOs and Caltrans. The timeline between adopting the SHOPP and the STIP and including them in the updated FTIPs/FSTIP is insufficient, especially with the new requirement for a public review period for the FSTIP. As a result, the STIP and SHOPP may not be included in the new FTIPs at the time of their adoption, requiring an amendment to align the FTIPs with the final adopted STIP and SHOPP. In order to address this problem Caltrans is proposing the FTIP/FSTIP cycle update be changed from every even year to every odd year. The requirement that the FSTIP be updated every even year contained in state statute. However, a legal opinion obtained from Caltrans Legal counsel determined that the applicable state statute is no longer operative.

This proposal has been discussed with a few MPOs and FHWA. A teleconference for all MPOs is scheduled on Friday, December 21.

For this update, it is proposed that instead of a July 1, 2008 submission date for the FTIPs to Caltrans, the submission date be postponed 4 months until November 1, 2008. This will allow adequate time for the STIP and SHOPP to be adopted and included in the new submission. Caltrans will submit the FSTIP to FHWA by January 1, with federal adoption scheduled for February 1, 2009. The proposed schedule will also allow federal approval of the FSTIP prior to adoption of the State budget which is important in case the assumptions for the STIP and SHOPP change. The timeline for subsequent submittals of the FSTIP are still being discussed.

One concern with this schedule is that OWP reviews will be conducted during the same time frame. Caltrans Programming will work with Caltrans Planning on this issue.

Concerns were expressed regarding the impact to the existing FTIP and what impact the Fund Estimate (FE) will have on this process. The STIP and SHOPP will be amendment into existing FTIPs, so there will not be a negative impact. The FE will not impact this proposal.

The disadvantage of this proposal is that there will only be one out year available for EPSP. The Highway Bridge Program (HBP) did express concern about this. A subsequent meeting was held with Local Assistance HBP to address their concerns.

Rosemary Ayala requested the timeframe for feedback on the proposal. Muhaned stressed Caltrans understands that MPOs will need some time to evaluate the proposal. A separate conference call has been scheduled for Friday, December 21 for continued discussion of the proposal. If MPOs have comments, please provide them to Muhaned prior to Friday's conference call.

## CFPG MEETING MINUTES – December 18, 2007

### **7. How to handle completed projects during FTIP cycle**

Do not delete completed (or obligated) projects from the current FTIP. You may drop a phase or a project at the next FTIP adoption. If you delete a project from the FTIP, it won't be reflected as a completed project for performance measures; there also may be financial constraint issues. There may also be follow-up obligations that FHWA won't be able to approve if project is not in FSTIP.

### **8. CMAQ/RSTP estimates for the next FTIP cycle**

Jody Tian has prepared draft estimates based on the available Fund Estimate. Cathy Gomes will review and anticipate release soon. Estimates are through 2011/2012.

### **9. Task Force Discussions (Handout 3)**

Abhijit indicated this will be a standing item for future CFPG meetings. Both task forces met on December 17, 2008 and hope to have completed products March 1, 2008. The next meeting is scheduled for January 8, 2008.

### **10. Future RTP actions require year of expenditure dollars**

As of December 11, 2007, all RTP costs must be shown in year of expenditure dollars. Abhijit restated STIP/SHOPP projects are already reflected in year of expenditure dollars. Anything that opens the RTP will require all projects to reflect year of expenditure dollars because it's changing the RTP, even if based on previous conformity analysis..

### **11. FSTIP Public Participation Plan update**

Cathy stated the last focus group is tonight in Oakland. A web survey is expected to be available soon. We will post the survey to Caltrans home page, FSTIP page, and DOTP page. Muhaned asked MPOs to post the survey to their web sites as well. Outreach for development of the public participation process is on target for a January completion date. When outreach has been completed, the process will then be written and made available for a 45-day public comment period.

### **12. CMAQ Annual Report**

The CMAQ annual report is due Friday, December 21<sup>st</sup>. Please submit reports to Cathy Gomes as Jody Tian is out of the office. Caltrans is using an Excel format this year instead of MPOs submitting the reports through the FHWA Tracking System. Jody and Steve will work together to upload the data from Excel into FHWA Tracking System. Excel format has been updated to reflect recent changes to FHWA Tracking System (adding SCAG local transportation commissions, new rural non-attainment areas).

### **13. Open Forum**

Abhijit reviewed follow-up items. Discussion of Prop 1B transit funds, formula funds, must they be reflected in FTIP or do they have to wait until the application is approved? Abhijit will follow-up.

### **14. Followup Items for Next Meeting**

- Caltrans to check feasibility of using video conferencing for future CFPG meetings.

## CFPG MEETING MINUTES – December 18, 2007

- Caltrans to e-mail link to the California Planning Conference.
- CFPG meetings are scheduled through April, 2008. Future meeting dates will be presented to the CFPG group to assess potential conflicts.
- MPOs that have not submitted their EPSPs to Ted Matley should do so ASAP.
- Caltrans to schedule a teleconference on Friday, December 21 re proposal to change FTIP/FSTIP cycle.
- Prop 1B transit funds, formula funds: Should MPOs wait to program the projects in FTIP until the application is approved

### **15. Future Meeting Dates and Locations.**

- January 29, 2008 – MTC, Oakland (10:00 a.m.-12:00 p.m.)
- March 11, 2008 – SACOG, Sacramento (10:00 a.m.-12:00 p.m.)
- April 22, 2008 – Caltrans, Sacramento (10:00 a.m.-12:00 p.m.)

## Office of Federal Transportation Management Program



### Federal Transportation Management Program Office

Muhaned Aljabiry	Office Chief
916-654-2983	
Abhijit Bagde	
916-654-3638	FTIP/FSTIP Coordinator: AMBAG (Association of Monterey Bay Area Governments) (SCRTC, TAMC, SBCOG) SLOCOG (San Luis Obispo Council of Governments) MTC (Metropolitan Transportation Commission) SBCAG (Santa Barbara Council of Governments) SCAG (Southern California Association of Governments) (SBCTC, RCTC, IVAG, OCTA, LAMTA, VCTC) SANDAG ( San Diego Association of Governments) CFPG Coordinator (California Federal Programming Group)
Penny Gray	
916-654-3521	FTIP/FSTIP Coordinator: COFCG (County of Fresno County of Government) KCOG (Kern Council of Governments) TCAG (Tulare Council of Governments) KCAG (Kings County Association of Governments) MCTC (Madera County Transportation Commission) Rural Non-MPO (Amador, Alpine, Tuolumne, Mariposa, Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, Colusa, Glenn, Nevada, Sierra, Trinity, Mono and Inyo LTC's Humboldt CAG, Lake, Calaveras, and Mendocino. Air Quality Coordinator
Cathy Gomes	
916-654-3271	FTIP/FSTIP Coordinator: SCRTPA(Shasta) MCAG (Merced County Association of Governments) SJCOG ( San Joaquin County of Governments) StanCOG (Stanislaus Council of Governments) CMAQ/RSTP Coordinator CMAQ program administrator
Jody Tian	
916-654-2853	FTIP/FSTIP Coordinator: SACOG (Sacramento Area Council of Governments) El Dorado and Placer LTC's BCAG ( Butte County Area of Governments) TMPO (Tahoe Metropolitan Planning Organization) CMAQ assistant program administrator FSTIP Financial coordination and review

## **Proposal to Change the Year of FTIP/FSTIP Cycle Update**

### **Background:**

SAFETEA-LU changed the requirements for developing and updating metropolitan Federal Transportation Improvement Program (FTIPs) and Federal Statewide Transportation Improvement Program (FSTIP) from a project listing of a three-year period updated every two years, to a project listing covering a four-year period updated a minimum of every four years. Caltrans and Metropolitan Planning Organizations (MPOs) have agreed to continue updating FTIP/FSTIP every two years. The current state statutes require the state programming documents, the State Transportation Improvement Program (STIP) and the State Highway Operation and Protection Program (SHOPP), to be updated every even-numbered year. For the 2008 cycle the California Transportation Commission (CTC) is scheduled to adopt the 2008 STIP and SHOPP on May 29, 2008 and April 1, 2008 respectively. A legal opinion obtained from Caltrans Legal counsel determined that State Statutes which require the FSTIP to be updated every even-numbered year is no longer operative, since the Federal statute (23 USC section 135(f), has been amended and no longer addresses the same subject matter of Section 65074 of State Statutes.

### **Issue:**

Updating the STIP, SHOPP and the FSTIP in the same year has proven to be problematic to MPOs as well as Caltrans. The timeline between adopting the SHOPP and the STIP and including them in the updated FTIPs/FSTIP is insufficient especially with the new requirement for a public review period for the FSTIP. As a result, the STIP and the SHOPP may not be included in the new FTIPs at the time of their adoption and therefore, amendments will be required to align the FTIPs with the final adopted STIP and SHOPP.

### **Proposal:**

- Future FTIPs/FSTIPs be updated on every odd-numbered year rather than the current even-numbered year.
- Update the next FSTIP in 2009 instead of October, 2008. Since each current 2007 FTIP has been updated to a four-year document (FFY 2006/07 – FFY 2009/10) in compliance with the SAFETEA-LU, projects from the current FSTIP can still be implemented during FFY 2008/09.

**Advantages:**

- The FTIPs/FSTIP updates will not be constrained by the release of the Fund Estimate, STIP, SHOPP and other state managed programs.
- Updates of new FTIPs/FSTIP will be smoother by carrying over existing STIP, SHOPP and other state managed projects into the new FTIPs/FSTIP.
- Provide sufficient time for STIP, SHOPP and other state managed programs to be included in the FSTIP, when they become available, through FTIP amendments to the current FTIPs.
- This proposal, if implemented, will generate financially constrained FTIPs/FSTIP that include projects from the CTC adopted STIP/SHOPP programs, and not the proposed projects based on the regional targets per the Fund Estimate as being done currently.
- The risk for a potential financial lockdown of FSTIP is substantially decreased if the FTIPs/FSTIP are developed after STIP and SHOPP have been adopted.
- Allows for more time to respond to shifts in available funding due to the potential volatility of the various funding sources subject to the annual state budget process.
- Project implementation flexibility based on the Expedited Project Selection Procedures (EPSP) is not altered.

**Disadvantages:**

- If the next update will be in the year 2009, only one year of the exiting FTIPs/FSTIP (fourth year i.e. FY 2009/10) will be available to advance projects using EPSP. Thereafter, and for future updates, a minimum of two years will be available to advance projects using EPSP.

**Recommendation:**

Caltrans recommends that the proposal to update the FTIP/FSTIP cycles on odd-number years starting in the year 2009 be accepted by MPOs, FHWA and FTA.

# **TASK FORCE PARTICIPANTS**

**Task Force 1: Changes to the current FSTIP modification guidelines per SAFETEA-LU:**

1. Renee DeVere (COFCG)
2. Rosemary Ayala (SCAG)
3. Sri Srinivasan (MTC)
4. Randy Ronning (CT)
5. Steve Luxenberg (main contact for FHWA)
6. Wade Hobbs (FHWA)
7. Ted Matley (FTA)
8. Abhijit Bagde (CT)
9. Cathy Gomes (CT)
10. Jose Luis Caceres (SACOG)

**Task Force 2: Identifying best practices in amendment submittal and approvals:**

1. Renee DeVere (COFCG)
2. Rosemary Ayala (SCAG)
3. Sri Srinivasan (MTC)
4. Jody Swanson (SJCOG)
5. Randy Ronning (CT)
6. Steve Luxenberg (main contact for FHWA)
7. Wade Hobbs (FHWA)
8. Ted Matley (FTA)
9. Penny Gray (CT)
10. Jody Tian (CT)
11. Jose Luis Caceres (SACOG)