

PROGRAMMING AND DELIVERY WORKING GROUP MINUTES

October 27, 2008

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1. Introductions and Announcements

In attendance:

County	Jun -08	Sep - 08	Oct - 08	Dec - 08	Jan-09	Feb-09	Mar-09	Apr-09	May-09
Alameda	X	X	X						
Caltrans	X	X	X						
Contra Costa	X	X	X						
Marin	X	X	X						
Napa									
San Francisco	X	X	X						
San Mateo	X	X	X						
Santa Clara	X	X	X						
Solano	X	X	X						
Sonoma	X	X	X						

2. Review of Minutes from the September 15, 2008 Meeting

The minutes from the September 15, 2008 meeting were approved. Janet Adams (STA) introduced Kenny Wan as a new addition to STA’s staff.

3. Working Group Standing Items

A. STP/CMAQ Program Monitoring Update

Marcella Aranda (MTC) provided the STP/CMAQ Program Monitoring status report for FFY 2007-08 as of October 16, 2008. The statewide list shows the region delivered ~\$189M or 99.4% of federal funds. The deadline for FFY 2007-08 obligation deadline was May 31, 2008. Sponsors were reminded that all unobligated projects should have been carried over to FY 2008-09 for inclusion in the FY 2008-09 Annual Obligation plan.

B. Federal Inactive Obligations List

Marcella Aranda (MTC) reported that the June 2008 Inactive List was released on July 31, 2008 and updated inactive project information was provided as of September 3, 2008 and noted that the September and December 2008 Look Ahead reports were included in the packet. Jurisdictions were advised to review the reports and to check the status of their invoice(s) via LPAMS, <http://lpams.dot.ca.gov>. MTC staff encourages all CMAs to contact their local agencies to make sure that all inactive obligation justifications and deobligation requests have been submitted to the Caltrans’ District Local Assistance Engineer (DLAE) as well as complete justification forms with backup documentation for projects that do not have eligible expenditures. Sylvia Fung (Caltrans L.A.) reported that effective with the June 2008 Quarterly Review report, FHWA moved the review meeting date three weeks earlier to allow Caltrans sufficient time to deobligate funds prior to end of the following quarter for projects that do not have completed financial transaction or do not have FHWA approved justifications.

3bi. Marcella reported on the Cooperative Work Agreement (CWA) Extension – Cycle 6, stating that projects on the list would lose budget authority on June 30, 2009 should an invoice for the remaining funds or a CWA Extension Request not be submitted by the deadline. Sponsors were advised to submit what course of action would be taken for each project on the list by November 17 to Caltrans Local Assistance, with final responses being due to Lisa Laforet-Favilla at Caltrans by C.O.B. December 10.

3bii. The group reviewed the list of projects that were to be deobligated as of October 15. Sponsors were advised to check with Caltrans Local Assistance on the next steps to avoid deobligation, if any.

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C. STIP Project Delivery Monitoring Update

Kenneth Kao (MTC) provided an update on the STIP project delivery for FY 2007-08 and FY 2008-09 projects who received allocations at the September CTC meeting. The deadline to submit January CTC allocation requests is November 17, 2008. STIP Expenditure Reports for Caltrans-sponsored projects the period ending June 30, 2008 were provided.

D. CTC / Budget Update

Kenneth Kao (MTC) provided an update on the September CTC meeting including: the TCRP allocation criteria. The October CTC meeting is scheduled for October 29-30 in Sacramento. The agenda includes a Trade Corridors Infrastructure Fund (TCIF) item to make the amendment process easier. Sponsors may submit a letter of support to be included in the agenda on consent. The December CTC meeting will be held on December 10-11 in Oakland. MTC will be hosting a reception on December 10, after the meeting.

4. Discussion Items

A. FFY 2008-09 STP/CMAQ Funding Status and Annual Obligation Plan

Craig Goldblatt (MTC) presented the final proposed FFY 2008-09 Annual Obligation Plan. The Plan is to be presented to the Partnership Technical Advisory Committee (PTAC) at its October meeting for approval. Stakeholders were reminded that the revised Regional Obligation Policy (Resolution 3606) with the new deadlines for submittals and obligations take effect in FY 2008-09. Craig reported that with the end of SAFETEA, the plan is limited to how much apportionment the region can deliver, as there is a projected \$100M obligation authority shortfall. Sponsors are encouraged to deliver projects as early as possible and advised that projects in the Plan should already have had a field review.

B. STIP End of Year Allocation Listing for FY 2007-08

Kenneth Kao (MTC) summarized the FY 2007-08 State Transportation Improvement Program (STIP) End-of-Year Allocation Listing, which includes all project allocation given to projects programmed in FY 2007-08 through the September 2008 CTC meeting.

C. CMIA Amendment and Proposition 1B Update

Kenneth Kao (MTC) announced that the CTC proposed a new bond accountability program to establish a joint CTC-Caltrans Bond Accountability effort and to address shortfalls in program administration. Sponsors were reminded that their CMIA local agency expenditures should have been updated online. Kenneth summarized the Prop 1B FY 2008-09 Local Street and Road appropriations, which amounts to \$63M for the region; the full amount remaining for each entity may be claimed this year – first come, first served. Before cities can claim new funds, they must submit an annual report for last year. Additional information about all Bond related programs can be found at Caltrans' website at <http://www.dot.ca.gov/hq/transprog/ibond.htm>.

D. Traffic Congestion Relief Program (TCRP) Update

Kenneth Kao (MTC) reported that the CTC approved a Traffic Congestion Relief Program (TCRP) Criteria and Allocation Plan at its September meeting. The remaining program is now divided into two tiers. Tier 1 will receive priority for funds and is reserved for projects that can spread cash flow needs over multiple years; all other projects will be placed in Tier 2 and will be accommodated on a first-come, first-served basis. Current FY funding is already fully allocated. Sponsors are reminded that all TCRP funds must be programmed in the TIP.

Staff sought feedback from the group in trying to identify projects that are amenable to HOT planning. Sponsors should review their project for potential HOT opportunities. Group members identified projects in the SHOPP that might be eligible for HOT design & planning. The Group agreed to agendize this item at a future meeting.

5. Informational Items

A. Revised Regional Project Funding Delivery Policy – Resolution 3606

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Ross McKeown (MTC) reviewed the final approved revised Regional Project Funding Delivery Policy – Resolution 3606, and stated that the revised policy is effective with the new FFY 2008-09 Annual Obligation Plan.

B. TIP Amendment Update

Sri Srinivasan (MTC) reported that the 2009 TIP (Amendment 09-00) should be approved by mid-November. All changes included in Amendments 07-26 through 07-28 should be resubmitted for inclusion in Amendment 09-01. The deadline to submit projects for Amendment 09-01 is October 31.

Sri distributed a portion of draft Amendment 09-06, the Air Quality Conformity amendments that conform all projects to the Transportation 2035 (T2035) and advised sponsors to submit complete amendment requests, including an accurate funding tree. The deadline to submit projects for Amendment 09-06 is October 31.

6. Caltrans Items

A. Federal Programs Update

Sylvia Fung (Caltrans D4) provided updates on various federal programs: 1) Caltrans is updating its boilerplate information on online special provisions; 2) Effective 1/1/09, the Cognizant Agency Audit Program (CAAP) takes effect for State Department of Transportation and local government agencies who contract for engineering or design-related services using Federal-aid highway funds. Questionnaires and examples/templates can be found online at <http://www.caltrans-opac.ca.gov/aeinfo.htm> or <http://www.dot.ca.gov/hq/LocalPrograms/>.

B. Environmental Clearance Procedure Update

Boris Deunert (Caltrans D4) provided an update on environmental procedures, stating that the procedures outlined are existing procedures that are now being enforced. Boris addressed jurisdictions' concerns with issues involving the PES forms, stating that PES forms need to be completed in a manner that those reviewing feel comfortable forwarding on for processing. Boris added that a field review is not a requirement of a PES form. Caltrans staff stated that more Categorical Exemptions (CE) have been issued within the last two months than the previous six months, which is indicative of improved turnaround time. The Caltrans Environmental Procedures (*rev May 2008*) is available online at <http://svctwww1.dot.ca.gov/hq/LocalPrograms/lpp/lpp1r1.htm>.

7. Workshop Items

There were no workshop items this month.

8. Recommended Agenda Items for Future Meetings

Recommended agenda items include:

-HOT planning discussion

Please forward recommended agenda items for the October PDWG meeting to Kenneth Kao at kkao@mtc.ca.gov.

9. New Business

A. Economic Stimulus Plan

Ross McKeown (MTC) distributed a call for information for potential economic stimulus-eligible projects and summarized the current proposed plan. The deadline to submit information is October 31, 2008.

Next Meeting:

(NOTE: THE NOVEMBER PDWG MEETING HAS BEEN CANCELED)

Monday, December 15, 2008

10:30 am – 12:30 pm

MTC MetroCenter, **2nd Floor, Claremont**

Oakland, CA 94607