



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Partnership Technical Advisory Committee

DATE: December 1, 2007

FR: Sri Srinivasan, Programming and Allocations Section

RE: DRAFT Primer on 2009 TIP Development and Draft Schedule

The federally required Transportation Improvement Program or TIP, is a comprehensive listing of all Bay Area surface transportation projects that are to receive federal funding or are subject to a federally required action, or are considered regionally significant for air quality conformity purposes, during the four-year period from FY 2006-07 through FY 2009-10. MTC is required to prepare and adopt an updated TIP every two years. The 2007 TIP was adopted by the Commission on July 26, 2006 and approved by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) on October 2, 2006. It is valid through October 1, 2008. Therefore, it is time to develop a new TIP. The 2009 TIP will cover the four-year period of FY 2008-09 through FY 2011-12.

Because it takes several months to prepare a new TIP, the 2007 Transportation Improvement Program (TIP) is set to go into a lockdown on January 11, 2008. This is necessary to provide the time necessary to conduct the require Air Quality conformity analysis and determination, provide sufficient time for public participation, provide sufficient time for Caltrans, FHWA and FTA review and approval, and to ensure the data is consistent as we move from the current 2007 TIP to the new updated 2009 TIP. This memo is a primer on the TIP development process.

The 2009 TIP will be developed using FMS. If members of your staff would like additional training in using FMS, please contact us as soon as possible and we will arrange a training session.

Developing the 2009 TIP entails reviewing of all your current TIP projects, and informing us of:

1. Which projects are completed and should be archived;
2. Which projects need to be continued into the new TIP;
3. Which transit funds programmed in the prior year and not yet included in a FTA grant, need to be carried over into the first year of the TIP (this applies to transit projects only);
4. Any changes to existing projects (scope, funding, contact person, etc);
5. Any new projects that have to be in the new TIP and must go through the air quality conformity analysis; and
6. Updating project costs. Federal regulations require that the project listings reflect the latest estimates of the total project cost including all local funds, and costs of each phase. All costs must be escalated to the year of expenditure.

For the new TIP to be federally approved, the TIP has to be a conforming TIP. Air Quality (AQ) conformity refers to a set of federal regulations that require metropolitan planning organizations such as MTC to assess the impact of the projects in the TIP on the region's air quality. Hence lists of any new non-exempt projects have to be submitted to MTC before the deadline of **Friday, December 21, 2007**. This deadline is for new non-exempt AQ projects not in the current 2007 TIP, but will need to be in the 2009 TIP.

The information needed for the new AQ non-exempt project is a listing with the project description (the description has to be detailed enough to conduct AQ analysis); project cost and year of implementation (when it will open to the public). The information can be provided in the form of emails.

Once the air quality analysis has been completed by MTC, the projects can be entered into the TIP using FMS.

CMAs are advised to coordinate the timely project review by counties and cities within their jurisdiction. As a reminder, cities and counties do not have submittal rights in the FMS application, as such CMAs are required to submit projects on behalf of the Cities and Counties. Transit operators can access the system directly.

To reduce the need of future TIP Amendments, CMAs, transit operators and project sponsors need to ensure that all entries are complete and correct before submitting them. Do not "submit" a project until you are sure that the review of that project is completed. You can "save and exit" the project and return to complete and submit it at a later date.

Projects will be available for review starting Monday, January 28, 2008. Please complete the process as soon as possible, **BUT NO LATER THAN Thursday, February 14, 2008**.

The Draft 2009 TIP and the draft air quality conformity analysis will be released for public review on Friday March 28, 2008, with a public hearing scheduled for April 9, 2008. In order to accommodate this schedule, **no edits will be accepted after Friday, February 15, 2008**.

The listing for each project available for your review will show how the project currently appears in our 2007 TIP including any pending amendment versions. All fields in the application are editable. Please make revisions only where necessary.

Once you are ready to begin project the review and edit process (**After Monday, January 28, 2008 and before Friday, February 15, 2008**), you should follow the following steps:

1. Go the FMS site;
2. Sign in and click on the "Universal Application" tab;
3. Choose "Resume In-process Application" - this will allow you to see the latest version of all your projects in an editable format; and
4. Begin your project review.

Please focus your review on the following elements:

1. Are the projects properly described in the TIP?

Review project name and project description to ensure that the name, limits and scope are accurate.

2. Are the dollar amounts, fund sources and programming years correct?

In most cases, particularly for federal and state funding, the fund sources and amounts should not be changed, since they reflect official MTC programming actions.

Please revise local fund sources and amounts to reflect total project costs or updated total project costs.

For FTA funds, if the funds are currently programmed prior to FY2006-07 and they have not been included in a grant, use the carryover field to indicate to us that the funds need to be carried over into the new TIP. This applies to FTA funds only. The carryover field **should not** be used for non-FTA funds.

All projects must show the total cost for the project as described in the TIP listing, including any costs outside the four-year period of the TIP. Any funds outside the four-year TIP period (beyond FY 11-12) that are not yet committed should be coded with the RTP-LRP fund code (as long as it is specified in the Regional Transportation Plan (RTP)). All costs must be escalated to the year of expenditure.

3. Are all funded phases reflected in the project listing?

As part of the regulations requiring that project listings show the total project costs, federal guidance requires that all funded phases be reflected accurately in the project listing. If a project listing does not show any amount programmed for a phase, (e.g. ENV, PE, PS&E, ROW or Con) a formal TIP amendment and perhaps a new conformity analysis would be required to amend such a phase into the TIP if necessary in the future. Therefore, you must show all project phases (even if funded with local resources) in your project listings if they are not listed already.

Funds for a project phase must be listed in the same year, which is the year of allocation/obligation for that phase (e.g. ENV, PS&E, PE, ROW or Con). Exceptions are for pre-approved corridor projects (as listed in the RTP), annual ongoing service/operations projects (such as the Spare the Air Program), multi-year program of projects (such a various streets and roads rehabilitation, or bus rehabilitation/replacement programs), or projects with multiple segments (in which case the project description must include a statement noting the number of segments such as "segments 1 through 3").

4. Should the project be included in the 2009 TIP or can the project be archived?

Are any projects completed, fully obligated (FHWA projects) or in an approved or pending FTA grant? Are any projects listed more than once?

If **all** federal or state funding for the project have been awarded, obligated or the project has been completed, or if all project funding is prior to FY07 and if no further federal action is anticipated for the project, the project can be archived and removed from the TIP. This is important, as completed projects must be reported to FHWA, and the list we provide is the list of 'Archived' projects.

If the project is not yet completed and you would like it to be included in the new 2009 TIP for informational purposes, even though all funds are in prior year (before FY 2008-09) place a check in the "No, project is not complete" box, and use the "submit" button. Do not use the "archive" button.

5. Should the Carryover Field be checked?

For FTA funds programmed prior to FY2008-09 that have been obligated or included in an approved FTA grant, the carryover field does not need to be used.

Please enter Carryover to 2009 if:

- a) The funds are in a pending FTA grant; or
- b) If the funds have been transferred to FTA from FHWA but have not been included in a FTA grant; or
- c) If the funds are a prior year FTA earmark not yet obligated or included in a grant.

Do not use the Carryover Field for non-FTA funds.

- 6.** The project listings show the latest version of the project including pending amendments. Please check your projects to ensure that pending amendments are shown correctly.
- 7.** In addition to federally funded projects, the TIP must also include regionally significant locally funded projects. Review your agency's capital improvement program for FY 2008-09 through FY 2011-12 to determine if your locally funded projects must be included in the TIP. A locally funded project is considered regionally significant if it impacts air quality in the Bay Area or if it will require any federal agency action. For example, addition of an interchange to the interstate system, that is capacity increasing or a project that requires federal permits would need to be shown in the TIP. (Additional information regarding regionally significant locally funded projects is provided in Attachment A.)

To propose a new regionally significant project, go to the "Universal Application" tab of FMS and propose a new project for each of your new regionally significant projects, so we can include them in the TIP. If these projects impact Air Quality, they are due to MTC by Friday December 21, 2007.

- 8.** After your review, update the contact information section located at the end of each project listing and submit the project to MTC for review and inclusion into the 2009 TIP.

If you have any funding specific question(s) please contact the following MTC staff persons:

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November 26, 2007

FHWA Funds including: STP/CMAQ, FHWA Earmarks	Craig Goldblatt	(510) 817-5837
FTA Funds including: Section 5307/5309/AB664, FTA Earmarks	Glen Tepke	(510) 817-5781
State and Regional Funds including: STIP/TE, TCRP, CMIA, RM2	Kenneth Kao	(510) 817-5768
2009 TIP Development and Fund Management System (FMS)	Sri Srinivasan	(510) 817-5793

We appreciate your help updating the TIP. Time spent now getting the TIP entries correct will save time in the future by minimizing additional changes, preventing additional air quality conformity analyses, and avoiding potential project delivery delays.

Thank you for your prompt attention to this request.

Attachment A – Details of the projects that have to be in the TIP
Attachment B – TIP Development Schedule

DOES THE PROJECT NEED TO BE INCLUDED IN THE TIP?

	PROJECT TYPE	DOES THE PROJECT NEED TO BE INCLUDED IN THE TIP?	Project Level Conformity ¹ Analysis	Project Review for RTP Consistency ⁴
A	<ul style="list-style-type: none"> • Federal Action(s) or Permit(s) Required and/or • Federally Funded² and/or • Regionally Significant³ (for air quality conformity purposes - regardless of fund source) 	<u>YES</u>	YES	YES
B	<ul style="list-style-type: none"> • Federal Action(s) or Permit(s) Required and/or • Federally Funded² • Not regionally significant (Exempt from Air Quality Analysis under the Clean Air Act) 	<u>YES</u>	NO	YES
C	<ul style="list-style-type: none"> • Federal Action(s) or Permit(s) Required • Non-federally funded. • Not regionally significant (Exempt from Air Quality Analysis under the Clean Air Act) 	<u>YES</u>	NO	YES
D	<ul style="list-style-type: none"> • No Federal Action(s) or Permit(s) Required • State Funded² (Requiring CTC Action) • Regionally Significant³ 	<u>YES</u>	YES	YES
E	<ul style="list-style-type: none"> • No Federal Action(s) or Permit(s) Required • 100% locally funded. • Regionally significant³ 	<u>YES</u>	YES	YES
F	<ul style="list-style-type: none"> • No Federal Action(s) or Permit(s) Required and • 100% Locally Funded and • Not Regionally Significant 	NO	NO	NO

Footnotes:

¹Project Level Conformity: While several classes of projects are defined to make it easier to understand MTC project review procedures, we urge project sponsors to contact MTC staff as early as possible in the project development process to discuss the project review procedures, which will be applied to a proposed project for Air Quality Conformity purposes. Planning, budgetary, implementation or other issues might warrant a higher standard of review.

²Federally Funded: Any transportation project receiving federal funds, or that requires a federal action or federal permits must be included in the TIP. Because of the co-mingling of federal and state funds in the State Highway Account, it is assumed that all projects using State Transportation Improvement Program (STIP) funds are “federalized” and must go through project review and air quality conformity.

³Regionally significant: Regionally significant projects must be included in the TIP to ensure adequacy of the Air Quality conformity analysis. Examples of Regionally Significant projects are those that are capacity increasing, including principal arterial highways or fixed guideway transit facilities that offer an alternative to regional highway travel. Other projects may be deemed regionally significant if necessary to ensure adequate conformity analysis.

⁴Project Review: All projects included in the TIP must be consistent with MTC’s Regional Transportation Plan (RTP). This review would typically be complete upon the Commission’s adoption of the TIP. For capacity increasing projects (e.g. lane additions or park & ride lots of at least 250 spaces) the projects must go through a more thorough review.

**Metropolitan Transportation Commission
TENTATIVE 2009 TIP Development Schedule**

Revised November 19, 2007

Thur., Nov. 1, 2007	Call for new non-exempt projects not listed in TIP that need to be included in 2009 TIP
Fri., Nov. 30, 2007	Last day to submit new projects for current TIP for the last 2007 Formal TIP Amendment
Fri., Dec. 21, 2007	Deadline for list of new non-exempt projects not in current TIP to be included in 2009 TIP
Wed., Dec. 19, 2007	Commission approves last 2007 Formal TIP Amendment
Mon., Dec., 31, 2007	Last day to submit changes to current TIP for the last 2007 TIP Administrative Modification
Fri., Jan., 11, 2008	FHWA/Caltrans approve last 2007 TIP Amendment/Administrative Modification
Fri., Jan. 11, 2008	TIP Locked Down – No more changes to TIP – Start of 2009 TIP Development
Wed., Jan. 23, 2008	Review of New Non-Exempt 2009 TIP project list and conformity approach by AQCTF
Mon., Jan., 28, 2008	Start coding 2009 TIP projects into networks
Mon., Jan. 28, 2008	Start of project review and update by sponsors and CMAs
Thur., Feb. 14, 2008	Completion of project review by project sponsors and CMAs
Mon., Feb., 18, 2008	Start of review of revised TIP listings by MTC Program Managers
Fri. Feb 22, 2008	Completion of forecasting/regional emissions analysis
Fri., Feb. 29, 2008	Completion of project listing review by MTC Program Managers
Wed., Mar 5, 2008	PAC Meeting – authorize public hearing and release Draft 2009 TIP & AQ Conformity
Fri. Mar 7, 2008	Completion of project review by TIP Administrator
Thurs. Mar., 13, 2008	Review of Administrative Draft Conformity Analysis by AQCTF
Fri. Mar., 21, 2008	Completion of final draft AQ Conformity Analysis
Fri. Mar., 21, 2008	All Elements of 2009 TIP completed in final draft form
Fri. Mar., 28, 2008	Begin of Public Review Period for 2009 TIP and Conformity Analysis
Wed., Apr 9, 2008	Public Hearing on Draft TIP and AQ Conformity Analysis – April PAC Meeting
Thurs., May 1, 2008	End of Public Review Period for Draft TIP and AQ Conformity Analysis
Thurs., May 8, 2008	Review response to comments / Final AQ Conformity report by AQCTF
Mon. May 12, 2008	Final Draft 2009 TIP & AQ Conformity complete / Response to comments available
Wed., May 14, 2008	PAC review of 2009 TIP and Final AQ Conformity analysis and referral to Commission
Wed., May 28, 2008	Final 2009 TIP and Final Air Quality Conformity analysis approved by Commission
Fri., May 30, 2008	2009 TIP submitted to Caltrans / AQ Conformity Analysis submitted to FHWA/FTA
Sat. Jun 1, 2008	2009 TIP Due to Caltrans
Thurs., Jul., 1, 2008	Caltrans Begins Public Review and Comment on Draft FSTIP
Fri., Aug., 1, 2008	End Public Review and Comment on Draft FSTIP
Mon., Sep. 1, 2008	Final 2009 FSTIP and AQ Due to FHWA/FTA
Wed., Oct 1, 2008	Final 2009 TIP approved by FHWA and FTA

TIP Activities Shaded in Blue

AQ Activities Shaded in Yellow

TIP & AQ Activities Shaded in Green