

**Asuncion, Fulgene**

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**From:** Shavit, Avital  
**Sent:** Friday, September 02, 2011 2:10 PM  
**To:** Shavit, Avital  
**Cc:** Cheng, Herman; Marroquin, Nancy; Lopez, Maria  
**Subject:** 2013 FTIP Adoption is NOW open @ <https://program.metro.net>  
**Attachments:** 2013 Adoption ProgramMetro Manual.doc

**The 2013 FTIP Adoption is NOW open in the ProgramMetro FTIP Database @ <https://program.metro.net>**

**Please see the attached manual for a step-by-step guide on how to put projects into the 2013 FTIP**

**The 2013 FTIP Adoption is due to Metro: September 30, 2011**

- Agencies must review, update (mark projects as on-going, complete, or delete) and carry-over every project from the 2011 FTIP into the 2013 FTIP. The 2013 FTIP is a forecast of what funds will be obligated in FFY13 through FFY18.
- The 2013 FTIP is expected to be approved by the FHWA in December 2012.
- **If you fail to carry-over your projects into the 2013 FTIP your projects may be delayed 3 or more months.**

*\*2011 FTIP will remain valid until Dec 2012. If you need an amendment to the 2011 FTIP to obligate funds between Oct 1, 2011 – Nov 30, 2012 please contact Metro and/or visit <https://program.metro.net>.*

**2011 Call For Projects** - Once the 2011 Call for Projects (CFP) is approved (expected September 22, 2011) Metro will draft TIP project entries for approved projects and save them under the **[REVIEW PROJECT IN PROGRESS](#)** link in ProgramMetro. Metro will contact agencies to alert them that they must review their draft project entry and submit the project.

If you have any questions please contact a Metro Regional Programming Staff member listed below:

- Avital Shavit (213) 922-7518, [shavita@metro.net](mailto:shavita@metro.net)
- Nancy Marroquin (213) 922-7237, [marroquinn@metro.net](mailto:marroquinn@metro.net)
- Maria Lopez (213) 922-3803, [lopezmar@metro.net](mailto:lopezmar@metro.net)
- Stephanie Young (213) 922-2472, [youngs@metro.net](mailto:youngs@metro.net)
- Natalya Garber (213) 922-2550, [garbern@metro.net](mailto:garbern@metro.net)

*Metro's Regional Programming Department*  
**2013 FTIP Adoption – ProgramMetro Database Manual**

1. Go to the ProgramMetro FTIP database - <https://program.metro.net>
2. Click: [SUBMIT PROJECTS TO 2013 FTIP](#) on the main menu.

[NEWS & REFERENCE MATERIALS](#)

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[VIEW PROJECTS \(READ-ONLY\)](#)

[SEARCH FOR PROJECTS \(READ-ONLY\)](#)

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**2011 FTIP**  
**THIS WILL BE CLOSED UNTIL JANUARY 2012**  
**IF YOU NEED AN AMENDMENT PLEASE CONTACT METRO**  
**STPL AMENDMENTS WILL BE OPEN ON SEPT 12TH**

**2013 FTIP ADOPTION**

[SUBMIT PROJECTS TO 2013 FTIP](#) ← **CLICK HERE**

[REVIEW 0 PROJECTS IN PROGRESS](#)

**SUBMITTED PROJECTS 2013 FTIP**

[VIEW 0 SUBMITTED PROJECTS](#)

3. Click [ADD NEW PROJECT](#) or Click [CARRY-OVER EXISTING PROJECTS](#).

**FTIP ADOPTION**

[ADD NEW PROJECT](#)

[CARRY-OVER EXISTING PROJECTS](#)

4. When you click on [CARRY-OVER EXISTING PROJECTS](#) you will get a list of your agency's existing projects in the 2011 FTIP.

The screenshot shows the Metro website interface. At the top left is the Metro logo (a black circle with a white 'M') and the text 'Los Angeles County Metropolitan Transportation Authority' and 'Metro'. Below this is a yellow header bar with the text 'CARRY OVER SUMMARY'. To the right of this bar is a summary box with the following text: 'Programmed 11 Projects', 'Carried Over to 13 FTIP', 'Completed', and 'Deleted'. Below the summary bar is another yellow header bar with the text 'CARRY OVER FROM 11 TO 13 FTIP'. Below this is a table with columns 'PROJECT ID', 'FTIP', and 'TITLE'. The first row shows project ID 'LA06203' with a blue link '[CARRY-OVER]' next to it, FTIP '11-00', and a title about transit access pass integration. The second row shows project ID 'LA970501' with the text 'LOCKED IN PROGRESS - PROGRAMMED ON 11-17' next to it, FTIP '11-03', and a title about annual expenditures. A callout box points to the '[CARRY-OVER]' link with the text 'Click on "Carry-Over"'. Another callout box points to the 'LOCKED IN PROGRESS' text with the text 'If your projects says "Locked" Metro will contact you when access is restored.'

PROJECT ID	FTIP	TITLE
LA06203	11-00	TRANSIT ACCESS PASS INTEGRATION - PURCHASE FARE/TICKET VENDING EQUIPMENT TO BE INTEGRATED INTO THE LOS ANGELES COUNTY TRANSIT ACCESS PASS (TAP) SYSTEM.
LA970501	11-03	ANNUAL EXPENDITURES INCLUDING SERVICE PROVIDER CONTRACTS & CAPITAL EXPENSES FOR COMPLEMENTARY ADA PARATRANSIT IN LOS ANGELES COUNTY

5. Click on the link "[\[CARRY-OVER\]](#)" to go into a project.

6. If you project has "[LOCKED IN PROGRESS – PROGRAMMED ON 11-XX](#)" next to the project ID, this project is currently being reviewed in a pending 2011 amendment and can not be carried-over at this time. Metro will contact agencies regarding these projects once they have been approved in a 2011 FTIP amendment to verify that you would like the same information carried-over into the 2013 FTIP. Please contact a Metro Regional Programming FTIP staff member for additional information.

7. Once you click on "[CARRY-OVER](#)" you will be taken into the project screen. Select the appropriate **adoption reason** at the top of the screen as shown in the picture below.

The screenshot shows a form titled "ADOPTION REASON" with three radio button options: "CARRY OVER", "COMPLETE PROJECT", and "DELETE PROJECT".

- On-going Project**: Points to the "CARRY OVER" option.
- Complete = If complete by Dec 2012**: Points to the "COMPLETE PROJECT" option.
- Delete = Canceled project**: Points to the "DELETE PROJECT" option.

8. Update the "**PROGRAMMING INFORMATION (\$000)**" box. List funding in the federal fiscal year you plan for obligation (receive a Caltrans e-76 or FTA grant approval). Shift funds that will not be obligated prior to October 2012 to FFY12/13 through FFY17/18. Funds listed in FFY09/10 and FFY10/11 will not be included in the 2013 FTIP document. **If you fail to correctly update funding information your project may be delayed for 3 or more months.**

PROGRAMMING INFORMATION (\$000)							<a href="#">[HISTORICAL REVENUES]</a>	<a href="#">[GRAPH REVENUES]</a>
* EST TOTAL PROJECT COST								<input type="checkbox"/> STIP / SHOPP
<input type="text" value="\$8,239"/>								
FISCAL YEAR	FUND TYPE (PROGRAMMED REVENUE SOURCE) - FUND HELP	PA&ED/PS&E	ROW	CON	TOTAL			
10/11	CMAQ - Congestion Mitigation Air Quality	\$761	\$216	\$0	\$977		X	
11/12	CMAQ - Congestion Mitigation Air Quality	\$0	\$0	\$5,618	\$5,618		X	
10/11	CITY - City Funds	\$190	\$54	\$0	\$244		X	
11/12	CITY - City Funds	\$0	\$0	\$702	\$702		X	
12/13	CITY - City Funds	\$0	\$0	\$698	\$698		X	
					\$0			
					\$0			
					\$0			
					\$0			
					\$0			
CMAQ - Congestion Mitigation Air Quality		\$761	\$216	\$5,618	\$6,595			
CITY - City Funds		\$190	\$54	\$1,400	\$1,644			
* Toll Credit is not part of the GRAND TOTAL								
<input type="button" value="Update Subtotals"/>								
<b>GRAND TOTAL</b>		\$951	\$270	\$7,018	\$8,239			

9. Provide a reason for project changes in the [General Comments](#) field. For example if there was a cost increase you might write the following:
  - a. Material costs have increased since original project cost estimate. The total project cost increased due to the increase in the cost of cement. Project cost increase will be covered by an increase in local funds from \$100 to \$150.
  
10. Enter all the requested project information. Any required field left blank will be highlighted in yellow to prompt you to complete it.
  
11. Attach supporting documentation if you are adding **new state or federal funding sources**. To attach a document click [“Upload Project Documents”](#) on the upper right-hand corner of the project screen. Browse for the document you want and then click [“Upload Selected Document”](#)

[VIEW PREVIOUS VERSIONS OF THIS PROJECT](#)

<a href="#">VIEW PREVIOUS VERSIONS OF THIS PROJECT</a>				<a href="#">UPLOAD PROJECT DOCUMENTS</a>	
<b>PROJECT ID:</b>	<b>LA00436</b>	<b>VERSION:</b>	<b>2</b>		
<b>CTIPS ID:</b>	<b>20910002604</b>	<b>FTIP:</b>	<b>06-03</b>		
<b>PPNO:</b>	<b>n/a</b>	<b>FTIP STATE APPROVED:</b>	<b>02/01/2007</b>	<b>TOTAL COST</b>	<b>\$6,050</b>
<b>EA NUMBER:</b>	<b>n/a</b>	<b>FTIP FEDERAL APPROVE DATE:</b>	<b>Not Req</b>	<b>OBLIGATED COST</b>	<b>\$0</b>

12. If the project information is complete, click . You will be emailed when the project is approved.
  
13. To finish entering the project at a later time, click . The project will be saved under the [REVIEW PROJECT IN PROGRESS](#) section of the Main Menu. These projects will not be reviewed until they are submitted.
  
14. To review projects that have been submitted click on the [VIEW SUBMITTED PROJECTS](#). Only projects listed under this link will be reviewed and included in the 2013 FTIP.