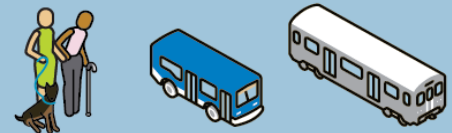


Caltrans/Metro Local Delivery Workshop

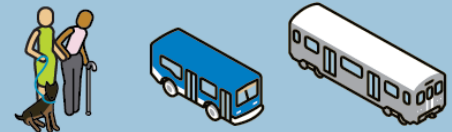
2021 FTIP UPDATES

February 2021



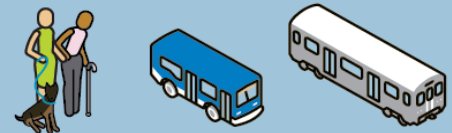
Overview

- 1) Federal Transportation Improvement Program (FTIP) Overview & Updates
- 2) How to enter a new project in the FTIP on ProgramMetro
- 3) Obligation Plan



What is the FTIP?

- Federally required programming document
- Receive environmental approval and permits
- Obtain FTA and FHWA grant approval (discretionary formula)
- Access (“Obligated”) federal funds
- Achieve on-time project delivery
- Get reimbursed for eligible expenses

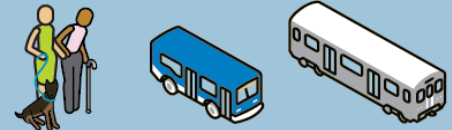


2021 FTIP Amendments

	ADMINISTRATIVE	FORMAL
CRITERIA	Minor changes	Major changes
	Cost Increase <50%	Cost Increase >50% or in specific phase
	Cost Increase <\$20 million	Cost Increase >\$20 million
	Funding Source/Year changes	Scope changes
	Lead agency change	Project cancellation
	Cost decrease without deleting phase	Adding/Deleting phase
		New projects
		Moving prior funds to quad years
Approving Agencies	Metro, SCAG (approx. 30 days)	Metro, SCAG, Caltrans, FTA/FHWA (approx. 90 days)

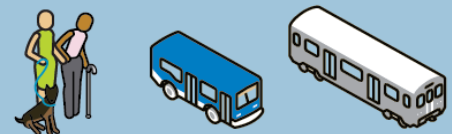


Visit ProgramMetro for most up-to-date Amendment schedule



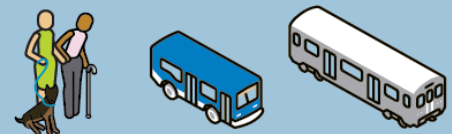
2021 FTIP Adoption and Status

- Adoption expected in mid-April 2021
- When adopted, it will replace the 2019 FTIP
- Amendments 1 & 2 of 2021 FTIP (21-01, 21-02) will be approved almost concurrently with 2021 Adoption (21-00)
- New Performance Measures requirement
- Amendment 21-03 Formal Amendment is due March 30th, 2021

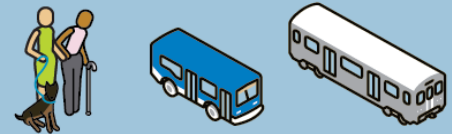


2021 FTIP Amendment Schedule

Amendment #	Amendment Type	Due to METRO	Estimated Approval
21-03	Formal	March 30, 2021	Mid July 2021
21-04	Administrative	May 25, 2021	Mid July 2021
21-05	Formal	Est. June 22, 2021	Early October 2021

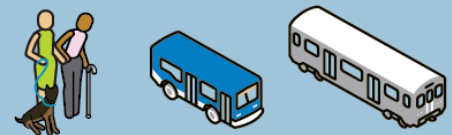


Entering a New Project into the FTIP



ProgramMetro – Log In

- To use ProgramMetro, go to <https://program.metro.net/secure2/login>
- User must have an account. Select “CLICK HERE” to apply for access
- Users must be verified by their supervisors, via Verification Letter provided by Metro FTIP staff, before access can be granted



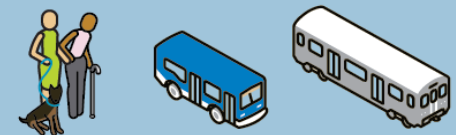
ProgramMetro – Home Page

Home Page Button

Log Out Icon

NEWS & REFERENCE MATERIALS

2019/2021 In Progress Amendments	2021 In Progress Adoptions
Amend TIP ? 12 In Progress 📈 26 In Denied by CTC ⚡	TIP Adoption ? 0 In Progress 📈 0 Adoptions In Denied By CTC ⚡
Submitted Amendments (to CTC)	Submitted Adoptions (to CTC)
96 Pending CTC Approval 📄 69 Accepted by CTC ✓	0 Pending CTC Approval 📄 0 Accepted by CTC ✓



ProgramMetro – Amending Projects

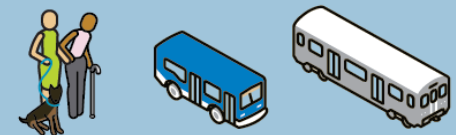
The screenshot shows the ProgramMetro web application interface. At the top, there is a navigation bar with the Metro logo, menu items for Project Tools, Reports, and Other Tools, and notification icons with counts (12, 26, 96, 69, 26). A search bar for Project ID and an Advanced search option are also present. Below the navigation bar, the main content area is titled "NEWS & REFERENCE MATERIALS". It contains four summary boxes:

- 2019/2021 In Progress Amendments** (highlighted with a red box): Amend TIP ⓘ, 12 In Progress ⓘ, 26 In Denied by CTC ⓘ.
- Submitted Amendments (to CTC)** (highlighted with a yellow box): 96 Pending CTC Approval ⓘ, 69 Accepted by CTC ✓.
- 2021 In Progress Adoptions**: TIP Adoption ⓘ, 0 In Progress ⓘ, 0 Adoptions In Denied By CTC ⓘ.
- Submitted Adoptions (to CTC)**: 0 Pending CTC Approval ⓘ, 0 Accepted by CTC ✓.




Red and yellow arrows point from the highlighted boxes to explanatory text below.



To add a new project, or mark a project completed/deleted from ProgramMetro Home Page, use the box titled “2019/2021 In Progress Amendments”

To review a submitted project or check if a project has been accepted, use the box titled “Submitted Amendments (to CTC)”



ProgramMetro – Project Status

2019/2021 In Progress Amendments	
Amend TIP 	
12 In Progress 	
26 In Denied by CTC 	

Submitted Amendments (to CTC)	
96 Pending CTC Approval 	
69 Accepted by CTC 	

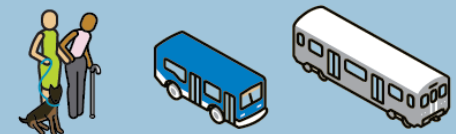
Amend TIP: Starting point to enter a New Project or amend an Existing Project.

In Progress: Access projects that have been edited but not yet submitted to Metro for approval.

In Denied: Projects Metro and/or SCAG rejected for follow up.

Pending: Projects submitted to Metro but still under review.

Accepted: Projects have been reviewed and accepted by Metro.



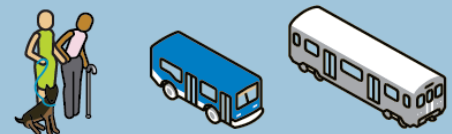
ProgramMetro – Adding New Projects

To add a New Project to 21-03, select “Amend TIP”

2019/2021 In Progress Amendments
Amend TIP ⓘ 12 In Progress 📈 26 In Denied by CTC ⌵
Submitted Amendments (to CTC)
96 Pending CTC Approval 🔄 69 Accepted by CTC ✓

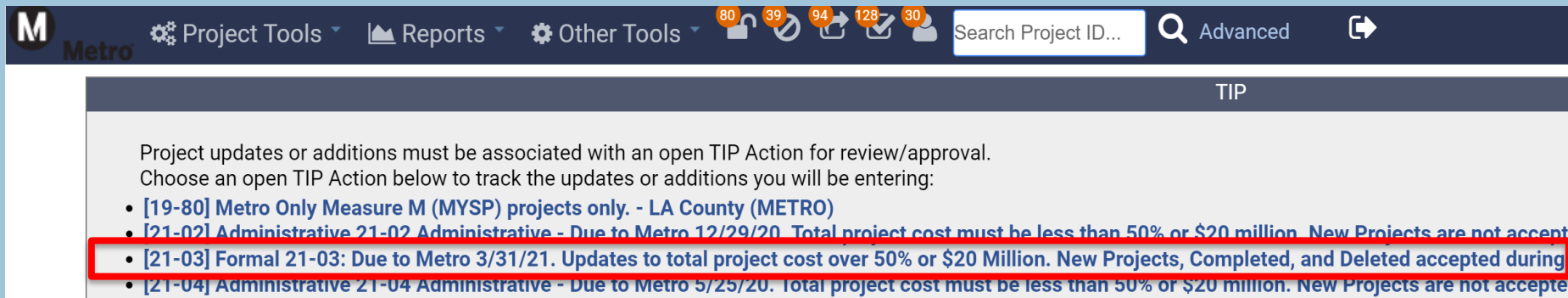
On the following page, select “Create New Project”

TIP
<ul style="list-style-type: none">• Amend/modify Project In TIP• Create New Project• Carry Over Project



ProgramMetro – Adding New Projects

Select: [21-03] Formal 21-03

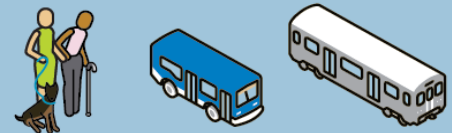


The screenshot shows the Metro Project Tools interface. The top navigation bar includes 'Metro', 'Project Tools', 'Reports', and 'Other Tools'. There are notification icons for 80, 39, 94, 128, and 30. A search bar contains 'Search Project ID...' and an 'Advanced' search icon. Below the navigation bar, a 'TIP' section is visible. The text reads: 'Project updates or additions must be associated with an open TIP Action for review/approval. Choose an open TIP Action below to track the updates or additions you will be entering:'. A list of TIP actions is shown, with the third item, '[21-03] Formal 21-03: Due to Metro 3/31/21. Updates to total project cost over 50% or \$20 Million. New Projects, Completed, and Deleted accepted during', highlighted with a red border.

TIP

Project updates or additions must be associated with an open TIP Action for review/approval.
Choose an open TIP Action below to track the updates or additions you will be entering:

- [19-80] Metro Only Measure M (MYSP) projects only. - LA County (METRO)
- [21-02] Administrative 21-02 Administrative - Due to Metro 12/29/20. Total project cost must be less than 50% or \$20 million. New Projects are not accept
- **[21-03] Formal 21-03: Due to Metro 3/31/21. Updates to total project cost over 50% or \$20 Million. New Projects, Completed, and Deleted accepted during**
- [21-04] Administrative 21-04 Administrative - Due to Metro 5/25/20. Total project cost must be less than 50% or \$20 million. New Projects are not accepte



ProgramMetro – Adding New Projects

After 21-03 is selected, the following screen appears:

ADDING A NEW PROJECT

Administrative Area

ADOPTION/AMENDMENT: 21-01 FORMAL 2021
CTC: LA County (METRO)
GROUP PROJ: No
GROUP NAME: []
CONFORMITY CATEGORY: []
TIP ID: []

SCAG MODELING #: []
CAP INC: []
REGN SIG: []
MODE NO: []
MODELING: []
TCM COMMITTED EXCEPTION:
CFP: []
RTP REVIEW: []
STUDY ONLY: []
ES FUND CATEGORY: []
DISTRICT ID: 07

CMAQ

CMAQ PROJECT TYPE: []
CMAQ PROJECT DESCRIPTION: []

QUALITATIVE QUANTITATIVE

OUTREACH ACTIVITY?: []
INCLUDES TRANSIT OPERATING ASSISTANCE?: []
CONGESTION REDUCTION PROJECT?: []

Project Alternative IDS - For multiple ids, add commas following each ID

FED AUTH #	PPNO	HBRR
[]	[]	[]
EA NUMBER	MEASURE R #	CFP ID
[]	[]	[]
SCAG RTP ID	FTA GRANT NUM	CALTRANS ID
[]	[]	[]
Measure M	SB1	JOB KEY ID
[]	[]	[]
CTIPS ID	Parent ID	Fed Demo ID
N/A	[]	[]
PRIMARY CONTACT	PHONE (10-DIGIT)	EMAIL
[]	[]	[]

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION - GUIDELINES [Spell Check](#)

LEAD AGENCY: [] COUNTY: [] CFP MODE: []



Fill out as much information as possible



ProgramMetro – Adding New Projects

Change Reason

NEW PROJECT ▾

[SEE HISTORICAL COMMENTS]

GENERAL COMMENTS - **GUIDANCE** - (Please comment on the status of the project and provide the reason for any changes to the project description, funding information and schedule made above.)

[SEE HISTORICAL COMMENTS]

MODELING COMMENTS - (If the project **scope** has been changed, the project was **delayed** or **advanced** or the **total projects cost** has changed, provide a reason for the changes. If there is no significant change made above note that there is "no significant change made")

[SEE HISTORICAL COMMENTS]

TCM COMMENTS - (If the project **scope** has been changed, the project was **delayed** or **advanced** or the **total projects cost** has changed, provide a reason for the changes. If there is no significant change made above note that there is "no significant change made")

[SEE HISTORICAL COMMENTS]

AMENDMENT COMMENTS

[SEE HISTORICAL COMMENTS]

CMP COMMENTS

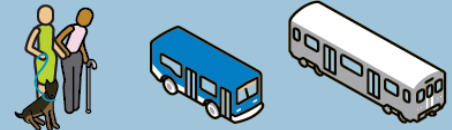
Save Submit for Review

CONTACT METRO 16.64s EMAIL PROGRAMMETROHELP@ECOINTERACTIVE.COM

Two options at bottom of page: SAVE and SUBMIT FOR REVIEW.

SAVE = Saves project info for agency to review, update, and submit at a later time.

SUBMIT FOR REVIEW = Project info is complete and ready for Metro's review.



ProgramMetro – Adding New Projects

Error messages will appear if fields are not populated correctly

The screenshot shows the ProgramMetro web application interface. At the top, there is a navigation bar with the Metro logo, menu items for Project Tools, Reports, and Other Tools, and a search bar for Project ID. A notification bar indicates 14, 25, 99, 69, and 26 items. Below the navigation bar, a yellow error message box states: "YOUR PROJECT HAS NOT BEEN SAVED. PLEASE PROVIDE THE FOLLOWING INFORMATION TO SAVE PROJECT TO 'IN PROGRESS':".

- PROJECT DESCRIPTION IS REQUIRED
- LEAD AGENCY
- PROJECT TITLE

Below the error message, another section titled "BEFORE SUBMITTING TO METRO, PLEASE RESOLVE THE FOLLOWING ERRORS:" lists the following errors:

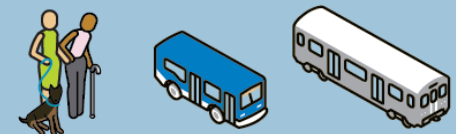
- HAS IMPLEMENTATION STATUS CHANGED? IS REQUIRED
- PRIMARY CONTACT IS REQUIRED. GO TO THE PROJECT IDS/CONTACTS TAB TO INPUT A PROJECT MANAGER
- PRIMARY CONTACT'S PHONE NUMBER IS REQUIRED. GO TO THE PROJECT IDS/CONTACTS TAB TO INPUT A VALUE
- PRIMARY CONTACT'S EMAIL ADDRESS IS REQUIRED. GO TO THE PROJECT IDS/CONTACTS TAB TO INPUT A VALUE
- PRIMARY PROGRAM CODE IS REQUIRED
- AIR BASIN IS REQUIRED
- ENVIRONMENTAL DOCUMENT IS REQUIRED
- ENVIRONMENTAL DATE IS REQUIRED
- SYSTEM IS REQUIRED
- PROJECT DESCRIPTION IS REQUIRED
- FEDERAL UZA IS REQUIRED
- AT LEAST ONE FUND TYPE & YEAR MUST BE SPECIFIED (PROGRAMMING INFORMATION)
- AT LEAST \$1 MUST BE PROGRAMMED (PROGRAMMING INFORMATION)

Below the error messages, there is a section titled "ADDING A NEW PROJECT" with a sub-section "Administrative Area". This section contains a form with the following fields:

ADOPTION/AMENDMENT	CTC	GROUP PROJ	GROUP NAME	CONFORMITY CATEGORY	TIP ID
21-01 FORMAL 2021	LA County (METRO)	No			

Below the Administrative Area section, there is a section titled "CMAQ" with the following fields:

SCAG MODELING #	CAP INC	REGN SIG	MODE NO	MODELING	TCM COMMITTED EXCEPTION	CFP	RTP REVIEW	STUDY ONLY	ES FUND CATEGORY	DISTRICT ID
					<input type="checkbox"/>					07



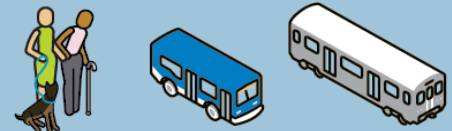
New Project Checklist

Project Information

- Clearly indicate scope in project description field
- Provide accurate project limits and attach location map(s)
- Upload project funding justification (funding awards, Board reports, etc.)
- NOTE: Electric bus purchases and chargers should be programmed as different projects

Programming

- Program funds for years of obligation
- Programming dollars are in thousands, not actual amount
- Project phases and amounts must match support document
- Make sure to program local matching funds, including Toll Credits/TDC



New Project Checklist

Project Schedule

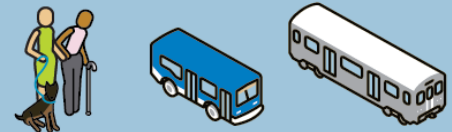
- Project completion date cannot be earlier than programming date

Toll Credits/Transportation Development Credits

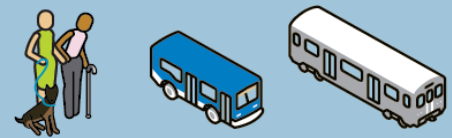
- Allows federal funds to be used up to 100% of project cost
- Not an actual source of funding (not cash)
- FHWA projects: Toll Credits (TC)
- FTA projects: Transportation Development Credits (TDC)

PROJECT DESCRIPTION - GUIDELINES Spell Check

Project Description Project using TDC /Toll Credits for match for CMAQ funds: \$100 for the CON phase in FY 20/21



Obligation Plan



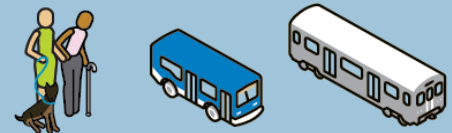
Obligation Plan

An annual federally required document that local agencies submit to CTCs

List of projects that plan to obligate specific federal funds via an excel sheet from February 1st, 2021 to September 30th, 2021 (FFY20/21)

Due to Metro February 28th, 2021

Obligation Plan Memo sent out by Nick Zhao & Yerandy Pacheco



Obligation Plan

Projects funded by the following federal funds:

- 1) STBGP
 - i) RSTP
 - ii) STP-L
- 2) CMAQ
- 3) HBP
- 4) HSIP
- 5) SRTS

This year's Obligation Plan does not require ATP and STIP (included in previous years)

List should NOT contain projects without any of the five funds above and do NOT plan on obligating this year

Certification Letter to be signed by agency & returned to Metro

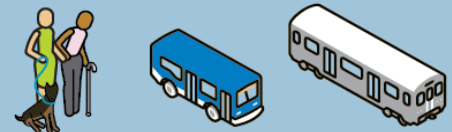


Metro



Metro Contacts

NAME	TITLE	PHONE	EMAIL
Ashad Hamideh	Senior Director	(213) 922-5539	HamidehA@metro.net
Nancy Marroquin	Senior Manager	(213) 418-3086	MarroquinN@metro.net
Michael Richmai	Senior Manager	(213) 922-2558	RichmaiM@metro.net
James Simpson	Transportation Planner	(213) 922-2923	SimpsonJa@metro.net
Nick Zhao	Transportation Associate I	(213) 922-2069	ZhaoJi@metro.net
Yerandy Pacheco	Administrative Intern	(213) 922-7478	PachecoY@metro.net



Thank you

