



# Metro Caltrans Project Delivery Workshop

*February 6, 2024*



**Metro**<sup>®</sup>

# Agenda

1. Welcome – Kim Sanchez, LA Metro
2. Introduction – Steve Novotny, Caltrans
3. Housekeeping – Ginny Brideau, LA Metro
4. Metro Complete Streets Trainings – Paul Backstrom, LA Metro
5. ATP Grant Assistance Opportunities – Shelly Quan, LA Metro
6. FTIP Next Steps – Nancy Marroquin & Michael Richmai, LA Metro
7. Implementation – Robert Nguyen, Caltrans
8. Training and Funding Opportunities – Robert Wong, Caltrans
9. Project Audits – Daniel Burke, Caltrans
10. Closing – Patricia Chen, LA Metro



**Metro**

# Metro Complete Streets Trainings – Paul Backstrom

## **Four new training modules to be rolled out in calendar year 2024:**

- > **Introduction to Complete Streets (virtual)**--February 29, 2024
- > **Street Safety (virtual)**--June 6, 2024
- > **Effective Messaging & Communications in the Delivery of Complete Streets (virtual)**--  
September 12, 2024
- > **Intersection and Corridor Design (in-person; all day)**--October 24, 2024



# ATP Cycle 7 Grant Assistance Program

Metro State Legislative Analysis & Discretionary Grants



# ATP Overview

- The state Active Transportation Program (ATP) is a biannual competitive grant program for projects, plans, and programs that increase bicycling and walking
- The ATP is administered by the California Transportation Commission (CTC) and Caltrans to improve air quality, reduce greenhouse gas emissions, improve safety and health for human-powered transportation, with a focus on disadvantaged communities
- The ATP has two components: Statewide and MPO
- All 88 LA County cities, LA County, non-governmental agencies, and Metro can submit applications

# ATP Cycle 7 Overview

- Funding
  - Total available: \$569 million
  - 4 years: FY 26, FY 27, FY 28, FY 29
- The CTC evaluates and funds applications in the Statewide component
- Metro evaluates any unfunded applications in the Regional component to distribute the MPO funds

## Final ATP Cycle 7 Schedule

Central Workshops (virtual/hybrid)	August 2023 – February 2024
Site Visits (virtual) - register now!	November 2023 – March 2024
Draft Guidelines	January 25-26, 2024
★ Final Guidelines & Call for Projects	March 21-22, 2024
Scoring Rubrics Posted	March 29, 2024
★ Applications Due	June 17, 2024
Staff recommendations – Statewide	November 1, 2024
★ CTC adoption – Statewide	December 5-6, 2024
Staff recommendations – MPO	June 2, 2025
★ CTC adoption – MPO	June 2025



# Grant Assistance

- The Metro grant assistance (GA) program seeks to maximize funding for LA County projects by helping local agencies prepare and submit competitive applications
- The program will provide grant assistance for up to 25 projects on a rolling basis
- GA includes an experienced grant writing team for each project sponsor to help with the following tasks:
  - Prepare responses to application questions
  - Reference relevant local/regional plans
  - Create maps (not engineer plans or layouts),
  - Take photos of existing conditions
  - Collect letters of support



# How to Apply

- The online GA application submission, evaluation, and selection will be available on a rolling basis (until all slots are filled) through **February 13, 2024**
- To apply for grant assistance, please submit the [online application](#) by February 13, 2024. More information about grant assistance and how to apply is available on Dropbox [here](#).
- Metro is also offering one-on-one meetings to discuss grant assistance, ask questions, and receive support on the grant assistance application through this [calendar](#)
- Metro will accept GA applications and notify selected project sponsors within 10 business days
- Priority will be given to projects that implement Metro goals detailed [here](#)



# Grant Assistance Priorities

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**Table 2. ATP Cycle 7 Grant Assistance Priorities**

Requirement: Project sponsor must have an adopted Complete Streets Policy or other qualifying document

**Priorities:**

- Projects from a Metro Board-adopted First/Last Mile plan
- Projects that are within a first/last mile area, pedestrian district\*, or regional bikeway identified in the 2023 ATSP
- Projects that improve a location identified in an adopted safety plan, policy, or framework such as Vision Zero, High Injury Network, or Local Roadway Safety Plan
- Projects overlapping with Metro EFCs
- Projects overlapping with ATP-defined disadvantaged communities
- Projects that have completed environmental and final design phases

\*Projects within a pedestrian district must also overlap with Metro EFCs or ATP-defined disadvantaged communities

**Ineligible:**

- Projects with bike components that are primarily conventional Class III Bike Routes (sharrows and "bike route" signs)



# Contacts

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**Cindy Cho**

Principal Transportation Planner

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# **FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM (FTIP)**

**February 6, 2024**



# Transportation Improvement Program

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- Federally required programming six-year document
- Adopted biennially
- List near term transportation projects & programs



# Transportation Improvement Program

2023 FTIP – Current (Approved 12/16/22)					
FFY 22/23	FFY 23/24	FFY 24/25	FFY 25/26	FFY 26/27	FFY 27/28
		FFY 24/25	FFY 25/26	FFY 26/27	FFY 27/28
				FFY 28/29	FFY 29/30
2025 FTIP – Est. December 2024					

Active Years

Information Only



# Why Include Projects in the FTIP?

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- Receive environmental approval and permits
- Obtain FTA and FHWA grant approval (discretionary formula)
  - Obligate funds
  - Pre-award authority
- Implement studies and projects
- Achieve on-time project delivery
- Get reimbursed for eligible expenses



# 2023 FTIP Amendment Criteria

	ADMINISTRATIVE	FORMAL
CRITERIA	Existing projects	New projects
	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
		Moving prior funds to quad years
	Change project completion Date	
Approving Agencies	Metro, SCAG (approx. 30 days)	Metro, SCAG, Caltrans, FTA/FHWA (approx. 90 days)



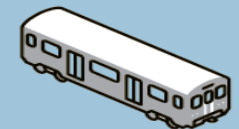
# 2023 FTIP Amendment Schedule

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Amendment #	Amendment Type	Due to METRO	Estimated Approval
23-25	Administrative Modification	March 5, 2024	April 2024
21-27	Formal Amendment	February 27, 2024	June 2024



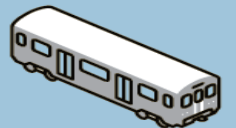
*FTIP Amendment schedule can also be found in ProgramMetro, under “News and Reference Materials”*



# FFY24 Obligation Plan

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- Obligation Plan due to Metro February 9, 2024
- Metro submits Plan to SCAG on March 1, 2024
- CMAQ, STBG, CRP, HSIP federal funds
- Local agencies to work with Caltrans to obligate funds
- Recommend submit RFA package by June 30, 2024



# Metro Contacts

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Nancy Marroquin	Senior Director	(213) 418-3086	<a href="mailto:MarroquinN@metro.net">MarroquinN@metro.net</a>
Michael Richmai	Senior Manager	(213) 922-2558	<a href="mailto:RichmaiM@metro.net">RichmaiM@metro.net</a>





# Robert Nguyen

*Chief, Office of Project Management Oversight - South*

- Toll Credits
- Inactive Projects
- Current Improvement Initiatives



Caltrans District 7 - Los Angeles and Ventura County  
Office of Local Assistance  
Office Chief – Steve Novotny

Robert Y Wong  
LA and Ventura Area Supervisor  
[Robert.Y.Wong@dot.ca.gov](mailto:Robert.Y.Wong@dot.ca.gov)  
213.269.1798  
February 6, 2024

# Local Assistance Trainings and Updates

<https://dot.ca.gov/programs/local-assistance/training>

# Funding Opportunity

1. Governor's Office of Planning and Research  
<https://www.opr.ca.gov/sch/federal-grants/>

## California Single Point of Contact for federal grants.

- More opportunities at <https://www.grants.gov>
- Infrastructure opportunities and info at <https://www.build.gov>
- Inflation Reduction Act opportunities and info at <https://www.cleanenergy.gov>
- Bipartisan Infrastructure Law: Open and Upcoming Funding Opportunities
- Inflation Reduction Act: Open Funding Opportunities
- Investing in America Technical Assistance Guide (BIL and IRA)

# Funding Opportunity

## 2. Strategic Growth Council <https://sgc.ca.gov>

- Affordable Housing and Sustainable Communities <https://sgc.ca.gov/programs/ahsc>  
March 2024 AHSC Round 8 Application due.

## 3. Caltrans Division of Local Assistance <https://www.localassistanceblog.com>

- USDOT FHWA NOFO <https://www.transportation.gov>
- USDOT Discretionary Grants Dashboard <https://www.transportation.gov/grants/dashboard>
- RAISE Discretionary Grants <https://transportation.gov/RAISEgrants> Closing Feb. 28, 2024
- BIP Bridge Investment Program <https://www.fhwa.dot.gov/bridge/bip/index.cfm>  
FY 2023 & 2024 Application Due - Planning Feb 19, 2024; Bridge March 19, 2024  
FY 2024 Application Due - Planning Oct 1, 2024; Bridge Nov 1, 2024  
FY 2025 Application Due - Planning Oct 1, 2025; Bridge Nov 1, 2025

# Funding Opportunity

4. California Transportation Commission (CTC) SB1 <https://catc.ca.gov/programs/sb1>  
2024 SB 1 Programs Virtual Office Hours March, April, May 2024 for (LPP,SCCP,TCEP)
  - Local Partnership Program (LPP);
  - Solutions for Congested Corridors Program (SCCP);
  - Trade Corridor Enhancement Program (TCEP)
  
5. Local Transportation Climate Adaptation Program (LTCAP) 2025 cycle 2  
<https://catc.ca.gov/programs/local-transportation-climate-adaptation-program>  
Cycle 2 Kickoff Workshop Feb 7, 2024
  
6. Active Transportation Program 2025 (cycle 7)  
<https://catc.ca.gov/programs/active-transportation-program>  
Call for projects at CTC March 21-22, 2024 meeting  
Project Application Deadline June 17, 2024

## B. Training Opportunity

### 1. Safe Transportation Research and Education Center(SafeTREC)

<https://safetrec.Berkeley.edu/home>

- Complete Streets Safety Assessments Application due Feb 19, 2024 early consideration, rolling basis.

<https://safetrec.berkeley.edu/programs/complete-streets-assessments-cssa>

- SafeTREC's new speed limit setting toolkit

<https://safetrec.Berkeley.edu/tools/California-safe-speeds-toolkit>

- 2024 Community Pedestrian and Bicycle Safety Program (CPBSP) Application due Feb 19, 2024 early consideration, rolling basis.

## B. Training Opportunity

### 2. Manual on Uniform Traffic Control Devices (MUTCD)

[https://mutch.fhwa.dot.gov/kno\\_11th\\_Edition.htm](https://mutch.fhwa.dot.gov/kno_11th_Edition.htm)

- California will have 2-year period through January 18, 2026 to substantially conform with the National MUTCD.

- CA Manual on Uniform Traffic Control Devices

<https://dot.ca.gov/programs/safety-programs/camutcd>

## B. Training Opportunity

### 3. Caltrans Division of Local Assistance

<https://www.localassistanceblog.com>

- Caltrans Construction Contract Standards – Q&A session

February 26, 2024 11:00am to 12:00pm PT.

- Center for Local Aid Support

[https://www.fhwa.dot.gov/clas/online\\_training.aspx](https://www.fhwa.dot.gov/clas/online_training.aspx)

- CTAP available Feb 2024 <https://ca-ctap.org/index.cfm?pid=1609>

- CA LTAP <https://www.caltap.org/training.aspx>

Local Assistance Day – Feb 27, 2024 8:30am to 12:30pm PT

## *B. Training Opportunity*

### *Caltrans Training Partners*

CSULB CSU Long Beach, **Center for International Trade and Transportation (CITT)**

**<https://www.cpace.csulb.edu/center-for-international-trade-and-transportation>**

Berkeley Tech Transfer

**<https://www.techtransfer.berkeley.edu/home>**

Sacramento State, **College of Continuing Education (CCE)**

**<https://cce.csus.edu/>**

# Project Audits or: How I Learned to Stop Worrying and Love Procedures

**Daniel Burke**

[Daniel.Burke@dot.ca.gov](mailto:Daniel.Burke@dot.ca.gov)

Audits and Training Supervisor  
Division of Local Assistance, Caltrans

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At the end of the presentation, a poll will ask about any other trainings you may be interested in attending



# Why Is My Agency / Tribe Being Audited?

- Independent Office of Audits and Investigations (IOAI) and Caltrans Internal Audits Office (CIAO) safeguard State assets and evaluate internal controls (risk)
  - They're auditors, not engineers
- No Daniel, why was my Agency selected?
  - Past history
  - Risk / Major Project
  - Sensitive program / project
  - Random (dumb) luck

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# Which Audits are Currently Performed?

- As noted in [Chapter 20 of the LAPM](#):
  - Incurred Cost / Project Audits – Grants and projects with Caltrans oversight
  - Indirect Cost Rate Proposal – Costs supporting multiple units: utilities, rent, overhead, etc.
  - Pre-Award Audit – Process to obtain a Master Agreement
  - Single Audit Report – Unresolved annual findings result in a Management Decision

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# How Should I Prepare for the Audit?

- Maintain all project documents in a project file for three (3) years after final voucher reimbursed
- Read [Chapter 20 of the Local Assistance Procedure Manual](#)
  - Covers most of this presentation
- Agency will receive an engagement letter from IOAI or CIAO

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# What Documents Should I Have?

- Make procedures (internal controls) and resources available
- Employee Timesheets if Force Account used
- Consultant project files:
  - Scopes, advertisements, bids, negotiations, cost estimates, DBE goals, GFE, contracts, etc.



# What Documents Should I Have: Pt 2

- Construction contracts:
  - Agreed upon work from accepted bid
  - Weight Tickets
  - Daily Diaries ([Lunch 'n Learn](#))
  - (Q)uantity Sheets
  - All change order documentation



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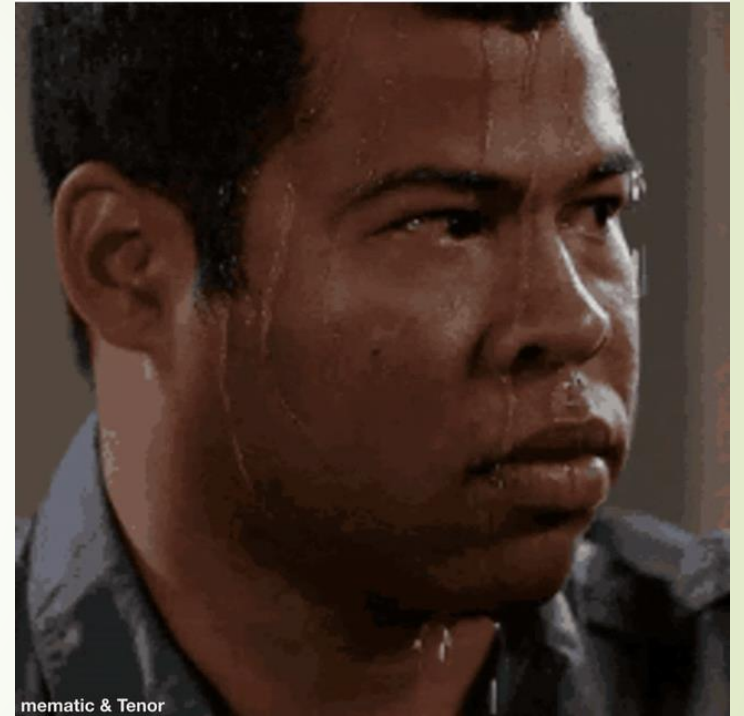
- Reports: Senate Bill 1 and other individual allocations must retain completion and final delivery reports, and benefits/outcomes



# Audit Process

- CIAO/IOAI (Department of Finance too) conducts remote or site visit
  - Entrance conference
  - Staff interviews
  - Review and copy documents
  - Exit conference (prelim findings)
- Draft report issued
  - Last chance to refute findings and questioned costs before finalized

Waiting for audit results



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# Final Audit Report Issued

- Findings may be issued
  - Quantitative: Questioned costs
  - Qualitative: Identified noncompliance, which may result in risk of future costs questioned
  - No findings? Local Assistance will recognize you in weekly eblast
- Report addressed to Caltrans, What???
- Caltrans Division/District/Program responsibility to address findings and recommendations





# Trust the Audit Process

- Audit and corrective action benefits
  - Updates internal controls
  - Prevents future audit findings
  - Reduces risk of fraud
  - Increases trust with Caltrans
- Caltrans will issue a corrective action plan (CAP) within about 90 days of final report
  - Caltrans will meet within two weeks to discuss details and answer questions



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# Findings and Me

- Almost all Agencies and Tribes receive findings
- Most common findings
  - Progress payment documentation
  - Noncompliant consultant procurement
  - Direct, indirect, and/or ineligible costs included improperly in Indirect Cost Allocation Plan
  - Benefits/Outcomes not included in Completion or Final Delivery Report
- How do I reduce the risk of findings?  
**Develop and follow procedures**

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# Implementing Actions and Noncompliance

- Agencies/Tribes have five months to implement actions
  - Agencies/Tribes must implement actions in good faith
  - Call/Email with questions!
- No/little action implemented?
  - Risk a sanction
  - Typically, no authorization of new projects

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# Adjusting Questioned Costs

- How do I substantiate questioned costs?
  - Submit new documentation and/or walk through project site with Caltrans staff
  - Daniel or team will notify if we may submit forward
- Director or Chief Deputy Director only have authority to reduce questioned costs
  - Local Assistance must validate
  - All qualitative actions must be implemented first!
  - Takes about two months



# Closing the Audit

- DLA will review documentation and actions
  - All corrective actions must be implemented per CAP letter
  - All questioned/adjusted costs must be reimbursed to Caltrans
- DLA issues a final determination letter
  - Closes the audit, we're done!
  - Agency/Tribe internal controls are improved

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# Process Overview

## AUDIT REPORT

CIAO or IOAI (Department of Finance too) sends final audit report to Caltrans Division or Program



## ADJUSTING QUESTIONED COSTS

Caltrans Division or Program submits request for Director or Chief Deputy Director approval to adjust questioned costs



## CAP LETTER

DLA issues CAP Letter to Agency/Tribe; corrective actions due in five months

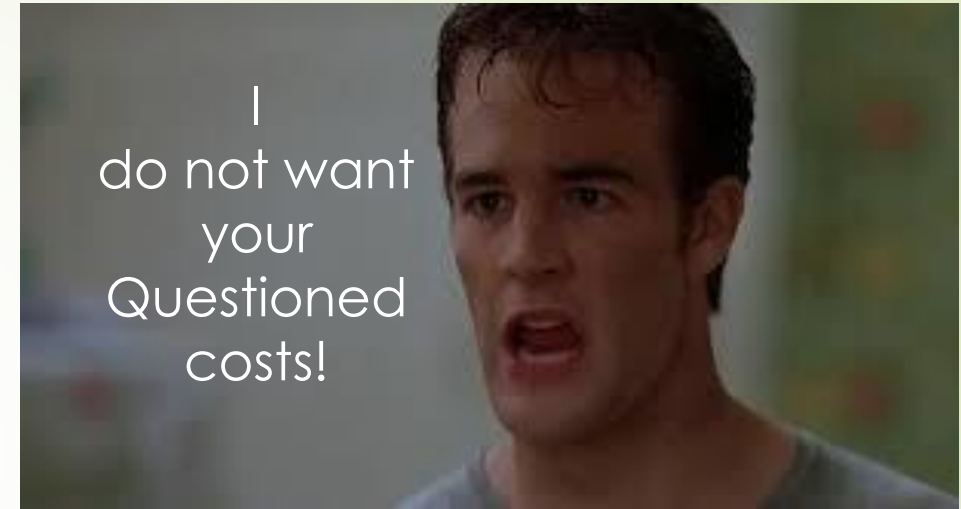
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Agency/Tribe implements corrective actions and reimburses Caltrans; FDL is signed to close the audit



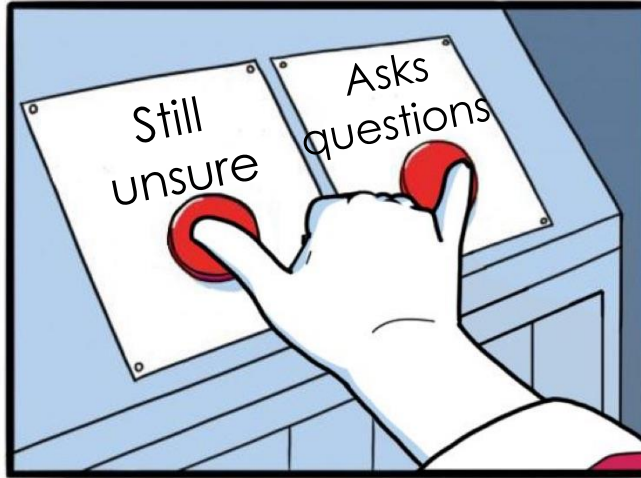
# Summary

- Local Assistance doesn't want Agency/Tribe to have questioned costs and findings
- Local Assistance will assist with the audit
- Please develop and follow procedures



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Thank you for coming!



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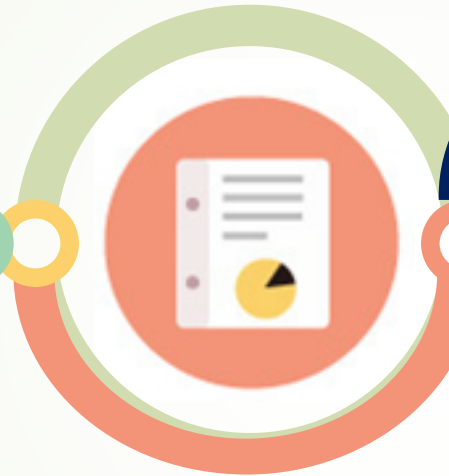
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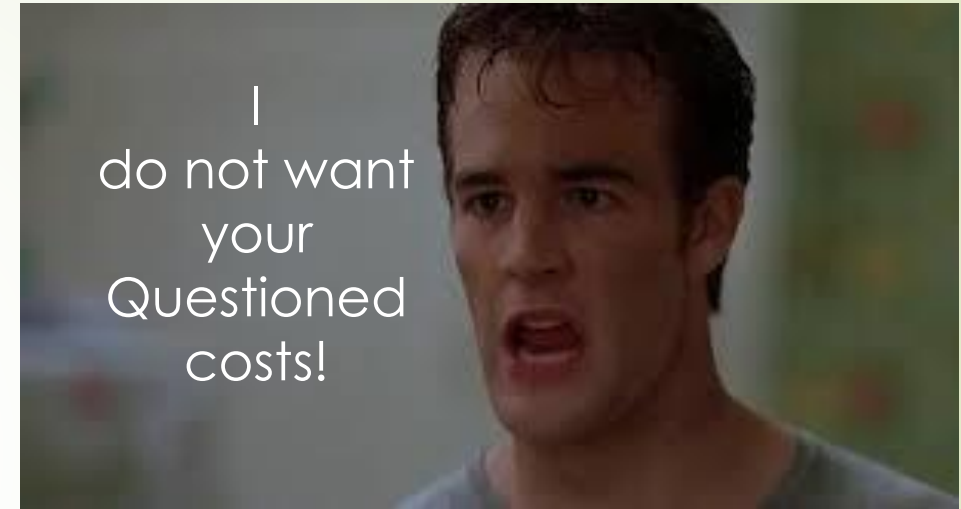
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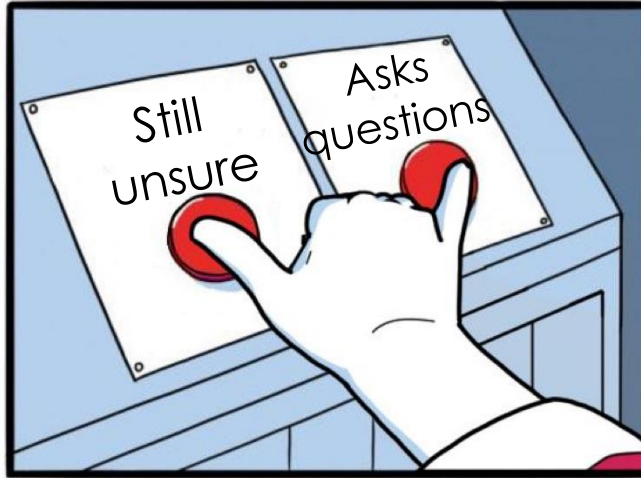


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