




Metro

January 29, 2020

TO: CITY MANAGERS, PUBLIC WORKS DIRECTORS,
PROJECT MANAGERS AND PROGRAMMING STAFF

FROM: ASHAD HAMIDEH, SENIOR DIRECTOR 
COUNTYWIDE PLANNING AND DEVELOPMENT

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2020 OBLIGATION PLAN

The Los Angeles County Metropolitan Transportation Authority (Metro) requests from your agency (as applicable) to submit an Obligation Plan for projects that include federal funds that your agency is authorized to receive and has obligated, or anticipates obligating, during **October 1, 2019 to September 30, 2020** from any of the following programs:

- Regional Surface Transportation Block Grant Program (RSTP/STBGP)
- Surface Transportation Program-Local (STP-L)
- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Highway Bridge Program (HBP; formerly known as HBRR)
- Highway Safety Improvement Program (HSIP)
- Active Transportation Program (ATP)
- Safe Routes to School Program (SRTS)
- State Transportation Improvement Program (STIP)

Metro is requesting your agency's submission of the 2020 Obligation Plan by **Thursday, February 27, 2020**. Your agency must submit the Obligation Plan to Metro in electronic form using the attached Excel template and instructions. No extensions to this deadline will be allowed. Your agency must list all its projects for which it obligated or plans obligating any federal funds from the programs listed above during October 1, 2019 through September 30, 2020 in the Excel template. The California Department of Transportation (Caltrans) will not approve any Request for Authorization to Proceed or process any transfer request to the Federal Transit Administration (FTA) for any project for which your agency did not submit an Obligation Plan to Metro by the **February 27, 2020** deadline. It is crucial that your agency provides complete and accurate information and submits the Obligation Plan by this deadline to ensure timely access to the federal funds and project delivery. Your agency's submittal of the Obligation Plan will also assist Metro in managing the use of the federal funds that are available to our region, including preventing the loss of these funds due to lapsing or any rescission that Congress may require.

Therefore, we ask that you carefully consider your input in the Obligation Plan. Your agency's Obligation Plan should not be a wish list, but include only what has been obligated since October 1, 2019 and what needs to be obligated for project by September 30, 2020. Include in the Obligation Plan any federal funds from the programs listed above that are currently programmed in FFY 2018/2019 or in "prior years" in the 2019 Federal Transportation Improvement Program (FTIP), but which your agency has not obligated and anticipates obligating by September 30, 2020. In this case, your agency is responsible: i) to program the funds through a Formal Amendment if the funds are programmed in "prior years" or if your agency is adding a new phase to the project; or ii) to program the funds through an Administrative Modification if the funds are being reprogrammed within the quadrennial years of the FTIP (FFY 2018/2019 – FFY 2021/2022). If any of these two scenarios applies to your agency's project(s), please ensure that this information is accurately reflected in the Obligation Plan under "Remarks" and contact us for additional guidance if needed. Also, specify under "Remarks" if the obligation requires a fund transfer to FTA. For your agency's convenience, please find attached your agency's Project Listing to use as reference for completing the Obligation Plan. It is your agency's responsibility to confirm the accuracy of the information.

Due the importance of the Obligation Plan, Metro requires your agency's submittal to also include a signed certification (template attached) from a duly authorized representative certifying the request and accuracy of its contents, as well as committing to obligate all the funds for all the projects included in the Obligation Plan by September 30, 2020. Obligation Plans without a signed certification will not be considered for approval.

For questions, or to submit your Obligation Plan, please contact our agency's designated staff: Nancy Marroquin at MarroquinN@metro.net or (213) 418-3086, James Simpson at simpsonja@metro.net or (213) 922-2923, or Nick Zhao at zhaoji@metro.net or (213) 922-2069.

Attachments:

1. Obligation Plan Excel Template
2. Obligation Plan Instructions
3. Project Listing
4. Certification Letter Template