Memorandum

TO: Transit Finance Working Group   DATE: March 3, 2016
      Programming and Delivery Working Group
      Local Streets and Roads Working Group

FR: Adam Crenshaw, Programming and Allocations Section

RE: Primer and Schedule for the Development of the 2017 TIP

Background

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, are subject to a federally required action, or are considered regionally significant for air quality conformity purposes. The 2015 TIP was adopted by the Commission on September 24, 2014 and approved by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) on December 15, 2014. It is valid through December 15, 2018. MTC is required by the State to prepare and adopt an updated TIP every two years. To align with the State's effort in developing the 2017 Federal-Statewide TIP (FSTIP) MTC is beginning the process to update the region's TIP. The 2017 TIP will cover the four-year period of FY 2016-17 through FY 2019-20.

Because it takes several months to prepare a new TIP, our ability to reflect further changes in the 2015 TIP will be very limited after Friday, March 4, 2016. This is necessary to provide the time needed to ensure that programming data is consistent as we move from the current 2015 TIP to the new 2017 TIP, conduct the required air quality conformity analysis and determination, allow for adequate public participation in the development process, and provide sufficient time for Caltrans, FHWA and FTA review and approval. This memo is a primer on the TIP development process.

Initial Actions for Developing the Draft 2017 TIP

March 4– Deadline to submit applications through FMS for the March administrative modification. FMS will be locked down at the end of the day.
March 17 to April 14– FMS will be open for Sponsors and CMAs to review projects and submit changes for the 2017 TIP.

The full schedule for the 2017 TIP development process is attached (Attachment A).

Review of Projects for the 2017 TIP

Developing the 2017 TIP entails reviewing all of your projects currently in FMS, revising these projects where appropriate and submitting all of your projects for review. You may also add new projects to the TIP through this process. CMAs are advised to coordinate the timely project review by counties and cities within their jurisdiction. While Sponsors and CMAs will not be able to submit projects or changes through FMS until March 17, projects are available for review using the "Project Search" function and the "Project Detail Report". Attachment B is a step-by-step tutorial on the process of generating the "Project Detail Report." When reviewing projects, please be sure to review the latest version of the project as this will show how the project currently appears in the 2015 TIP, including any pending revisions.

Beginning March 17, the Universal Application module of FMS will be opened for Sponsors and CMAs to begin reviewing and revising existing projects and entering new projects. To access your projects:

1.   Go to the FMS site at fms.mtc.ca.gov
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
4.   Review all of your projects and make any necessary changes
5.   Once you are done with your review please submit all of your projects by **5:00PM on Thursday, April 14, 2016**.

To enter a new project, select "Create New Project" in Step 3 above and fill out the required fields (marked with an '*').

As a reminder, cities and counties are able to enter and revise projects directly in the FMS application, but must work with their respective CMA to submit them. Transit operators can submit projects and revisions directly.

Areas to Focus Your Review

When conducting your review, please focus on the following:

1.   Should the project be removed from the TIP?
2.   Do any new projects need to be added to the TIP?
3.   Is the RTP ID for each project correct and is the TIP project consistent with the RTP project that it references?
4.   Do the project description and expanded project description include enough detail to fully describe the scope of work being implemented?
5.   Is the funding information for the project correct?
6.   Is the other information in FMS correct?

Further details on reviewing these areas of focus are included below.

Archiving projects
If all federal or state funding for the project have been awarded or obligated, and the project has been completed; or if all project funding is prior to FY2015-16 and no further federal action is anticipated for the project, the project can be archived and removed from the TIP. To archive a completed project:
1. Set the 'Is project completed/opened to traffic' field on the 'General Information' tab to "Yes"
2. In the 'Reason for Revision' field include a note to "Archive this project as it has been completed"
3. Submit the application

If a project currently in the TIP has been abandoned and will not be moving forward, it may also be removed from the TIP. To remove these projects from TIP:
1. Leave the 'Is project completed/opened to traffic' field set to "No"
2. In the 'Reason for Revision' field include a note to "Delete this project as it will not be completed"
3. Update the funding information to show only the funding that has been expended on the project and remove all unexpended funds
4. Submit the application

This is important, as completed projects must be reported to FHWA, and these archived projects are used to develop the list of completed projects. Projects that will not move forward and are deleted from the TIP will be excluded from that list.

If a project is included in the TIP more than once please delete one of the duplicate projects using the method described for failed projects, but the 'Reason for Revision' should state that the project is a duplicate project. Please also include the TIP ID number of the project that will remain in the TIP.

If the project has no funding in the four years covered by the 2017 TIP (FY2016-17 to FY2019-20), but you expect the project or program to receive additional federal funds in the future and you do not want the project archived please do the following:
1. Leave the 'Is project completed/opened to traffic' field set to "No"
2. In the 'Reason for Revision' field include a note that the project should be "carried forward for informational purposes as additional federal funding is expected"
3. Submit the application

New TIP Projects
Please review your existing projects in FMS to see if any projects need to be added. In addition to federally funded projects, the TIP must also include any project that requires a federal action and any regionally significant projects that are funded with only state, regional or local funds. Review your agency's capital improvement program for FY 2016-17 through FY 2019-20 to determine if your locally funded projects must be included in the TIP. A project is considered regionally significant if it impacts regional air quality. For example, the addition of an interchange to the interstate system, which is a capacity increasing project, or a project that requires federal permits would need to be shown in the TIP.

Please note that any new projects that are not exempt from regional air quality conformity analysis (i.e. projects that affect the capacity of the transportation system) need to have been sent to MTC as part of the call for information on non-exempt projects that concluded in January.

RTP Project Reference
Please ensure that each project in the TIP is referencing the correct project in *Plan Bay Area*. All projects in the TIP must be consistent with the RTP project that they reference by adhering to the following:
1. The scope of the TIP project as included in the project description and expanded description must be within the scope of the project as described in the RTP
2. The total cost of the project shown in the TIP, including funding in prior and later years, should be less than or equal to the cost of the project in the RTP
3. Funds for the project cannot be programmed in a year that falls after the project completion year as shown in the latest *Transportation Air Quality Conformity Analysis for Plan Bay Area and the 2015 TIP* or in a year that is inconsistent with the information provided during the recent call for information on non-exempt project.

Please note that many projects in the TIP that are exempt from regional air quality conformity analysis are included in the *Plan Bay Area* as part of a program and are not individually listed. Projects that are not exempt from regional air quality conformity analysis are included as individual projects in the RTP.

A list of all projects included in *Plan Bay Area* is available at:
http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Project_List.pdf.

The *Final Transportation Air Quality Conformity Analysis for Plan Bay Area is available at:* http://mtc.ca.gov/sites/default/files/I-580 Access Improvements Air Quality Conformity Analysis.pdf

Project Description
Review the project title, the project description, and expanded project description to ensure that the name, limits and scope accurately describe the work that will be implemented. The project description should include the following three elements separated by a colon or semi-colon (":" or ";"):
1. The jurisdiction where the work is being implemented (e.g. "County A", "City B", "Transit System C", etc)
2. The limits of the project (e.g. "On Street X from Avenue Y to Z Road", "Citywide", etc)
3. The scope of work that is being implemented or activities undertaken (e.g. "Rehabilitate roadway", "Install Traffic Signal", "Replace 2 trolley buses", etc). Please be sure to specifically call out any regionally non-exempt activities such as road extensions or road diets and the installation of any new traffic signals.

If a project is to be implemented in phases, please identify the limits and scope of work for each individual phase in the expanded project description.

Project Funding
Please also review your projects' funding information to confirm that the dollar amounts, fund sources and programming years are correct.

Please note that only funding and phases programmed in the active four-year TIP period (FY2016-17 to FY2019-20) are considered to be programmed in the TIP. Funds programmed in years before or after these years are included for informational purposes only and are not eligible for federal actions. One example of this is that funding programmed in FY2019-20 may be obligate sooner using Expedited Project Selection Procedures (EPSP) in certain circumstances, but funding programmed after FY2019-20 cannot be obligated without a revision to the 2017 TIP. If you have unobligated FHWA funds or FTA funds that have not yet been put into grants and those funds are currently programmed in FY2015-16 or earlier, please be sure to reprogram those funds into the active four-year TIP period.

Federal regulations require that TIP project listings show the total cost of all phases (e.g. PE, ROW or CON), even if those phases are programmed outside of the TIP period or if they are funded using only non-federal funds. If a project listing does not show any amount programmed for a capital phase, (ROW or CON) a TIP amendment and perhaps a new conformity analysis may be required to amend a capital phase into the TIP if necessary in the future.

Funds for a single phase of a project (e.g. PE, ROW or CON) must be programmed in the year of allocation/obligation for that phase. Exceptions are for pre-approved corridor projects (as listed in the RTP), annual ongoing service/operations projects (such as the Freeway Service Patrol), multi-year program of projects (such a various streets and roads rehabilitation, or bus rehabilitation/replacement programs), or projects with multiple phases or segments (in which case the project expanded description must include a statement noting the limits and scopes of work for each phase or segment).

MTC also requires that only committed funding be included in the active four years of the TIP. For federal, state and regional funding in the TIP period, please ensure that the funds have been approved through their respective programs. Local funds in the active four years of the TIP need to be committed to the project through an approved capital improvement program (CIP) or similar board-approved action. If you have more than $2 million in local funds programmed to a single project, please upload the relevant pages from the appropriate CIP or board-approved action in the 'Miscellaneous Documents' section of the 'Project Documents' tab in FMS. This is critical to ensuring that the projects are fully funded and the TIP is fiscally constrained.

Even if the funding for future project phases has not been committed to a project, federal regulations still require that the full cost of the project, including those phases, be shown in the TIP. If specific funding has not been identified or secured, please show it as RTP-Long Range Plan funds (RTP-LRP) funds programmed in FY2020-21 or later. When submitting a project application, please ensure that RTP-LRP funds are not programmed within the active four-year TIP period (FY2016-17 through FY19-20).

Federal regulations also require that the cost of the project and each of the phases be shown in year of expenditure (YOE) dollars and the total cost of the project cannot exceed the total cost of the project as indicated in *Plan Bay Area*.

Other Information in the TIP

Location Information
Ensure that the State Assembly, State Senate and Congressional district information included for your projects is correct. This information is helpful when your legislators request transportation funding data.

Project Milestones
Sponsors are requested to review the project delivery milestones as well the years the various phases are programmed in the TIP.

Contact Information
Please also ensure that the contact information for your projects is up to date. The 'Sponsoring Agency' contact should be the project manager or someone else from the sponsoring agency who is able to answer questions about all aspects about the project. If your agency is partnering with another agency to implement the project, please include a similar contact from the partner agency as the 'Implementing Agency' contact. If the implementing agency is the same as the sponsoring agency, please include an alternate contact as the 'Implementing Agency' contact.

Project Level AQ
While you are not required to complete the project-level $PM_{2.5}$ air quality conformity information for your project in order to include the project in the 2017 TIP, you will need to have completed the project-level conformity process before you complete your environmental review. As such, this review of projects is a good time to begin the process by clicking on the 'Edit Project Conformity' button on the 'Air Quality' tab in FMS and answering the six questions available under 'Step 1: Project Identification'. Please note that your answers to some questions may cause the answers to other questions to be auto-populated as the categories described in questions 3, 4, and 5 are mutually exclusive.

After Project Review

Once you are done reviewing a project, please include a summary of what changes, if any, were made in the 'Reason for Revision' and 'Description of Change' fields and either submit the project directly (for CMAs and Transit Operators) or work with your partner CMAs to submit the project for you (for cities and counties). The deadline for submitting these changes in FMS is **5:00pm Thursday, April 14, 2016**. FMS will be locked down at this time and any changes not submitted by this deadline will not be reflected in the Draft 2017 TIP.

MTC staff will then review all of the projects to be included in the new TIP and develop the Draft 2017 TIP and Draft Air Quality Conformity Analysis. These documents will be released for public review and comment on Wednesday, June 15, 2016, with a public hearing scheduled

for Wednesday, July 13, 2016. In order to accommodate this schedule, **no edits will be accepted after Thursday, April 14, 2016**.

MTC Staff Contacts

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

FHWA Funds including: STP/CMAQ, FHWA Earmarks	Mallory Atkinson	(510) 817-5793
FTA Funds including: Section 5307/5311/5337/5339, FTA Earmarks	Glen Tepke	(510) 817-5781
State and Regional Highway Funds including: ATP, STIP, TCRP, CMIA, TCIF, RM2	Kenneth Kao	(510) 817-5768
FTA Section 5310 Funds	Drennen Shelton	(510) 817-5909
Proposition 1B – PTMISEA and SLPP	Kenneth Folan	(510) 817-5804
TPI and RM2 – Transit	Craig Bosman	(510) 817-5770
Questions on Project Level Conformity /POAQC process	Harold Brazil	(510) 817-5747
2017 TIP Development and Fund Management System (FMS)	Adam Crenshaw	(510) 817-5794

We appreciate your help updating the TIP. Time spent now getting the project listings correct will save time in the future by minimizing additional changes and avoiding potential project delivery delays.

Thank you for your prompt attention to this request.

Attachment A: TIP Development Schedule
Attachment B: Process of generating the Project Detail Report

2017 TIP DEVELOPMENT SCHEDULE as of March 2, 2016		
Milestone Dates	Milestone	Milestone Type
Thursday, January 21, 2016	Deadline for sponsors to provide new non-exempt projects and changes to existing non-exempt projects to be included in 2017 TIP	Deadline - Sponsor/CMA
Friday, March 04, 2016	**Last day to submit changes for 2015 TIP revisions - FMS locked-down for Sponsors/CMAs**	**Deadline - Sponsor/CMA**
Thursday, March 17, 2016	**FMS unlocked for all users - Start of review and update by project sponsors and CMAs**	**Task - Sponsor/CMA**
Thursday, April 14, 2016	**Deadline for Sponosrs/CMAs to submit all new projects and changes for the Draft 2017 TIP - FMS locked down for Sponsors/CMAs**	**Deadline - Sponsor/CMA**
Wednesday, June 08, 2016	PAC Meeting - authorize public hearing and release of the Draft 2017 TIP & AQ Conformity	Committee Action
Wednesday, June 15, 2016	Beginning of Public Review Period for the Draft 2017 TIP and AQ Conformity Analysis	Public Review - Start
Wednesday, July 13, 2016	Public Hearing on Draft 2017 TIP and AQ Conformity Analysis	Committee Review
Wednesday, July 20, 2016	**End of Pubic Review Period for Draft 2017 TIP and AQ Conformity Analysis**	**Public Review - End**
Wednesday, September 14, 2016	Scheduled PAC review of Final 2017 TIP and Final AQ Conformity Analysis and expected referral to Commission	Committee Action
Wednesday, September 28, 2016	Expected approval of the Final 2017 TIP and Final AQ Conformity Analysis by Commission	Commission Action
Tuesday, November 01, 2016	**Deadline for Sponsors to submit changes for 1st 2017 TIP amendment (2017-03)**	**Deadline - Sponsor/CMA**
Thursday, December 01, 2016	**Deadline for Sponsors to submit changes for 1st 2017 TIP admin mod (2017-01)**	**Deadline - Sponsor/CMA**
Friday, December 16, 2016	**Expected FHWA/FTA Final Approval of 2017 TIP and AQ Conformity Analysis**	**TIP Approval**
Wednesday, December 21, 2016	Expected Commission Approval of 2017 TIP Amendment 2017-03	Commission Action
Friday, December 30, 2016	Expected Approval of 2017 TIP Administrative Modification 2017-01	Executive Office Action

J:\PROJECT\Funding\TIP\TIP Development\2017 TIP\Schedule\[2017 TIP Development Schedule.xlsx]Sept 2017 Adoption - Partners

Attachment B: Process of Generating the Project Detail Report

The Project Detail Report can be generated following the steps below:

1) Log into FMS and go to the Advanced Project Search Page

2) Select the project or choose a list of projects based on specific search criteria. Be sure to select "Accepted", "Active", "Proposed", and "Submitted" in the Status field so that you can capture the latest version of the project in your search.

3) The list of active projects are as shown below

4) Select a project/projects (By checking the box/boxes to the left of the "Map it" icon) – highlighted below.

5) Select the Project Detail Report from the drop down menu

6) Press on the Generate Report buttons highlighted above.