

Tips for TIP - mini FMS training for SF sponsors

10.24.16 @ SFCTA

FMS: <http://fms.mtc.ca.gov>

Universal Application → log in

- To add a new project: “Create New Project”
- To revise an existing project: “Create Revision”
- To continue revising a project after having started and saved draft edits: “Resume In-Process Application”

Fields to focus:

- General Information, Description: All starred fields. The scope must be consistent with the Regional Transportation Plan (RTP; Plan Bay Area)* and corresponding E-76 request.
- Location: State Assembly/Senate Districts and Congressional Districts
 - PDF map of both state and congressional districts:
http://www.sfgov2.org/ftp/uploadedfiles/elections/PrecinctServices/maps/New2011%20Congress_Assembly%20Lines%20with%20Dec%202011%20precincts_1_9_12.pdf
 - State Assembly: <http://asmdc.org/members/a19/district/district-map> [District 19 highlighted; the rest District 17]
 - State Senate:
http://www.legislature.ca.gov/legislators_and_districts/districts/senatedistricts.html
[District 11 for citywide]
 - Congressional: <http://www.govtrack.us/congress/members/map> [mostly 12 except for southwestern part, which is 14]
- Funding
 - Only funding and phases in the active TIP period (FY 16/17 – 19/20 for the 2017 TIP) are considered as officially programmed in the TIP.
 - Only ≤ \$2m in unspecified funds can be included in the TIP period as Other Local; if > \$2m, upload a back-up document (e.g. Resolution of Local Support) in the Documents tab.
 - Unspecified funds can be included as RTP-LRP funds beyond the TIP period (after FY 2017/18 for the 2015 TIP).
 - Total project funding cannot be greater than the total cost in RTP, and funds cannot be programmed in a year that falls after the project completion year in RTP.*
- Delivery Milestones: Fill as appropriate, at least start and end dates for all projects. For FHWA- and STIP-funded projects, please enter as much as possible, including advertisement date.
- Screening Criteria: All starred questions must be answered.
- Contact Info: Find the appropriate contact, or add new contact
- Project Documents, e.g. Resolution of Local Support for STP/CMAQ/RTIP funds, PPR
- Air Quality: Start with Step 1 – Project Identification

* RTP references:

- RTP on-line searchable database (easiest to use to search for individual projects):
<http://rtp.mtc.ca.gov/2040>
- RTP project list:
http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Project_List.pdf
- RTP Final Air Quality Conformity Analysis:
http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Air_Quality_Conformity_Analysis.pdf

How to submit:

- Transit operator: Click “Submit” directly for MTC.
- Non-transit operator: Click “Save,” and email Seon Joo Kim <seonjoo.kim@sfcta.org>
- Submittal dates and approval timeline:
http://mtc.ca.gov/sites/default/files/2017_TIP_Revision_Schedule.pdf
 - Approval timeline differs by type of amendments: full vs. administrative

Final tips:

- Plan in advance, e.g. concurrently or shortly after the award, depending on the requirement.
- How to generate report: search > select a report
- Utilize advance search, “view previously submitted applications,” and funding reports
- Some entries get included as a grouped listing, e.g. HSIP, Lifeline
- If in question, select your best guess, and note for the TIP reviewer (SFCTA or MTC)
- Questions & resources:
 - MTC: Adam Crenshaw (acrenshaw@mtc.ca.gov; 510.817.5794)
<<http://www.mtc.ca.gov/funding/tip>>
 - SFCTA: Seon Joo Kim (seonjoo.kim@sfcta.org; 415.522.4837)
<<http://www.sfcta.org/fed-aid-guide#tip>>