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COMMISSION**

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## *Memorandum*

TO: Partnership Programming and Delivery Working Group;  
Partnership Technical Advisory Committee  
Partnership Local Streets and Roads Working Group

DATE: February 6, 2012

FR: Sri Srinivasan, Programming and Allocations Section

RE: 2013 TIP Development - Frequently Asked Questions

The purpose of this memo is to address some frequently asked questions from the project sponsors about the 2013 TIP development process.

### **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 or are subject to a federally required action, or are considered regionally significant for air quality conformity purposes. The 2011 TIP was adopted by the Commission on October 27, 2010 and approved by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) on December 14, 2010. It is valid through December 13, 2014. MTC is required by the State to prepare and adopt an updated TIP every two years. Therefore, it is time to develop a new TIP. The 2013 TIP will cover the four-year period of FY 2012-13 through FY 2015-16.

Because it takes several months to prepare a new TIP, the 2011 Transportation Improvement Program (TIP) is set to go into a lockdown on Thursday, April 5, 2012. This is necessary to provide the time required to conduct the required Air Quality conformity analysis and determination, provide sufficient time for public participation, provide sufficient time for Caltrans, FHWA and FTA review and approval, and to ensure the data is consistent as we move from the current 2011 TIP to the new updated 2013 TIP.

Attached for your information is the tentative TIP Development schedule (Attachment 1). The first two steps in the process are

1. Archiving completed projects. Ideally, this process should have been completed by December 30, 2011. This will reduce the number of projects that you have to review.
2. Justifying the sources of funds programmed in the TIP with "Other local funds" in excess of two million dollars; and Ensuring that the RTP Long Range Plan funds (RTP-LRP) funds are not programmed within the four-year TIP period (FY2012-13 through FY15-16). The deadline for this process was February 10, 2012.

## **Frequently Asked Questions:**

1. What does lock-down mean?

Access to MTC's Fund Management System (FMS) will be temporarily restricted to only the ability to do project searches. Project sponsors can not make any changes to the 2011 TIP as of Thursday, April 5, 2012.

The access will be restored on Friday, April 13, 2012, and project sponsors including Cities, Counties, Caltrans, transit operators and CMAs will be granted access to their projects for the 2013 TIP development. Any changes submitted after April 13, 2012 will only be reflected in the Draft 2013 TIP and not in the 2011 TIP. All 2011 TIP changes have to occur before Friday, March 30, 2012.

Access to FMS will once again be restricted after Thursday, May 10, 2012, until the adoption of the new 2012 TIP by Commission on Wednesday, September 26, 2012.

Once project sponsors have made the changes and MTC has reviewed the changes, the draft 2013 TIP and accompanying Air Quality Conformity analysis will be released for public review and comment.

The public review period is scheduled to begin on Friday June 29, 2012 with a public hearing on Wednesday July 11, 2012.

2. I can see projects in "Project Manager" as well "Universal Application". Which one should I modify?

To make the TIP development process simple, MTC has taken all projects in the 2011 TIP and moved them into the "In-Process Application" of the "Universal Application" module. All project sponsors need to do is to access their respective projects in "In-Process Applications" and continue to work from there for the 2013 TIP process. Sponsors are requested to complete submitting the projects by Thursday, May 10, 2012.

3. I want to archive a project or remove it from the TIP since it is complete. What should I do?

Go to "In-Process Application" and choose your project. On the first page, termed "General Description": The reason for revision already has the following language: "2013 TIP development...", please add "Archive Project" to the beginning of the language and make sure the box for "Is the Project Complete?" is set to "Yes", then "SUBMIT" the project.

4. I am unable to find the correct fund code, where can I find it?

Please click in the blue box to the right of the fund code; it will open a new window. For Prop-1B funds, select "PROP" and click the button for "Find Available Fund Codes". You should get a drop-down menu with available fund codes. The same applies to all fund

sources. If you are still unable to find codes, call or email Sri Srinivasan at (510) 817-5793 or Adam Crenshaw at (510) 817-5794.

5. I want to add a new project to the 2013 TIP that is currently NOT in the 2011 TIP. What do I do?

Please call or email Sri Srinivasan at (510) 817-5793, [ssrinivasan@mtc.ca.gov](mailto:ssrinivasan@mtc.ca.gov) at the earliest.

6. Why am I unable to submit a project?

Only CMA's, transit agencies and Caltrans, have submittal rights. Project sponsors are requested to coordinate with their CMA representatives to submit projects.

7. Why should I look at my projects now?

Your review and input helps MTC understand the status of the projects, and comply with federal regulations.

8. Is MTC using T-2035 for the Regional Transportation Plan information (RTP) - including project cost for the 2013 TIP? How will MTC incorporate the RTP project list /cost planned for approval in May 2013 into the TIP update?

For a project to be in the TIP it has to be in an approved RTP and the latest approved RTP is T-2035. All project costs and schedules have to be within the T-2035 costs and schedules. Once the new RTP (Plan Bay Area) is approved, we will be amending the 2013 TIP to include new projects, changes in project schedules and costs.

9. Can I get FMS training?

Absolutely, please send an email to Sri Srinivasan or Adam Crenshaw at [ssrinivasan@mtc.ca.gov](mailto:ssrinivasan@mtc.ca.gov) or [acrenshaw@mtc.ca.gov](mailto:acrenshaw@mtc.ca.gov). We are also working towards setting up a FMS training session shortly and will send out the details once finalized.

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

#### Attachment 1: Tentative TIP Development Schedule

**ATTACHMENT 1: TENTATIVE 2013 TIP DEVELOPMENT SCHEDULE**

**Monday, November 28, 2011**

<b>Proposed Milestone Dates</b>	<b>Milestone</b>
Friday, March 30, 2012	Last day to submit changes to current FTIP for Revision 11-23 (Administrative Modification) using FMS
Friday, March 30, 2012	Last day to submit new projects for current FTIP for the last FTIP Amendment
<b>Thursday, April 05, 2012</b>	<b>FMS Locked Down - No more changes to 2011 FTIP - Start of 2013 FTIP Development</b>
Friday, April 13, 2012	Start of review and update by project sponsors and CMAs
Thursday, April 26, 2012	Review of conformity approach by AQCTF for the 2013 FTIP
Wednesday, May 09, 2012	Final 2011 FTIP Amendment released for public comment
<b>Thursday, May 10, 2012</b>	<b>Completion of project review by sponsors and CMAs</b>
Wednesday, June 13, 2012	PAC Meeting - authorize public hearing and release Draft 2013 FTIP & AQ Conformity
Friday, June 29, 2012	Begin of Public Review Period for 2013 FTIP and Conformity Analysis
Wednesday, July 11, 2012	Public Hearing on Draft FTIP and AQ Conformity Analysis
Friday, August 03, 2012	End of Public Review Period for Draft FTIP and Conformity Analysis
Thursday, August 23, 2012	Review of Final Draft Conformity Analysis by AQCTF
Wednesday, September 12, 2012	PAC review of Final 2013 FTIP and Final Conformity analysis and referral to Commission
<b>Wednesday, September 26, 2012</b>	<b>Final 2013 FTIP and Final Air Quality Conformity analysis approved by Commission</b>
<b>Friday, September 28, 2012</b>	<b>2013 FTIP submitted to Caltrans</b>
Monday, October 01, 2012	Deadline for Final FTIP to Caltrans
Monday, October 08, 2012	Start of FSTIP Public Participation (Statewide Public Review Process)
Monday, October 29, 2012	End of FSTIP Public Participation (Statewide Public Review Process)
Thursday, November 15, 2012	FSTIP submitted to FHWA/FTA
Monday, December 17, 2012	Final FHWA/FTA Approval of 2013 TIP / AQ Conformity Analysis