SUB-REGIONAL SINGLE POINT OF CONTACT (SPOC) TRAINING

2017

SPOC Workshop

NVTA 625 Burnell St., Napa, CA

REQUIREMENTS OF A SPOC

- Outlined in MTC's Resolutions 3606 and 4202
  - Each agency must maintain a SPOC for all FHWA-administered projects that will work closely with FHWA, Caltrans, MTC, and the CMA on all federal funding issues
  - Maintain a project tracking sheet with major milestones for all federal aid projects
  - Attend the federal-aid process training class held by Caltrans Local Assistance
  - Maintain staff resources necessary to deliver federal-aid projects within the funding timeframe
  - Have a financial system in place that meets state and federal invoicing and auditing requirements

SPOC CHECKLIST

CERTIFIED SPOC MUST:

- Have sufficient knowledge to navigate the federal aid process
- Have basic understanding of the relationship between FMS/TIP/RTP
- Maintain training every two years to coincide with the TIP (odd years)
- Keep Up-to-date Spreadsheet of delivery milestones for ALL federal projects in jurisdiction
- Communicate project delivery status to CMAs
- Meet with respective CMA on a regular basis during project initiation and major milestones
- Have a active FMS Account login
- Ensure Project Consistency with the TIP
- Attend at least ½ LSRWG meetings on an annual basis
- Maintain the Unanticipated Delays Worksheet

WHAT IS A CONGESTION MANAGEMENT AGENCY (CMA)

STA
Solano Transportation Authority
. . . working for you!

SCTA
SONOMA COUNTY TRANSPORTATION AUTHORITY

NVTA
NAPA VALLEY TRANSPORTATION AUTHORITY

TAM
Transportation Authority of Marin

WHO/ WHAT IS A CMA

Each County in the Region has a Congestion Management Agency (CMA) or equivalent.

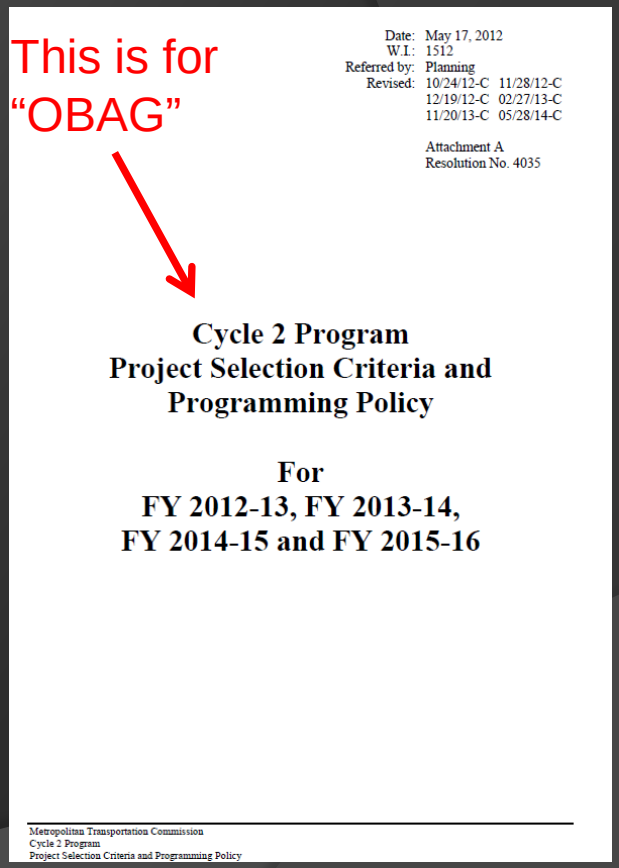
The CMA is responsible for development of a Congestion Management Program (CMP) or Countywide Transportation Plan (CTP)

CMAs also serve as the governing body that programs state and federal transportation funds passed down from the Region (MTC).

WHY DO THE CMAS SEND OUT THE CALL FOR PROJECTS?

MTC, in cooperation with the Bay Area Partnership, adopts Resolutions which direct the policies and procedures associated with a funding program in the form of “guidelines.”

MTC often delegates project selection for programs to the nine Bay Area CMAs.



This is for “OBAG”

Date: May 17, 2012
W.I.: 1512
Referred by: Planning
Revised: 10/24/12-C 11/28/12-C
12/19/12-C 02/27/13-C
11/20/13-C 05/28/14-C

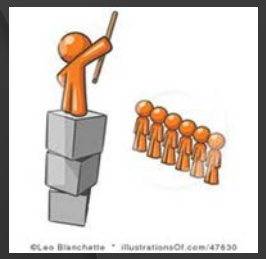
Attachment A
Resolution No. 4035

Cycle 2 Program
Project Selection Criteria and Programming Policy

For
FY 2012-13, FY 2013-14,
FY 2014-15 and FY 2015-16

Metropolitan Transportation Commission
Cycle 2 Program
Project Selection Criteria and Programming Policy

WHAT IS IN THE MTC PROGRAM GUIDELINES AND POLICIES



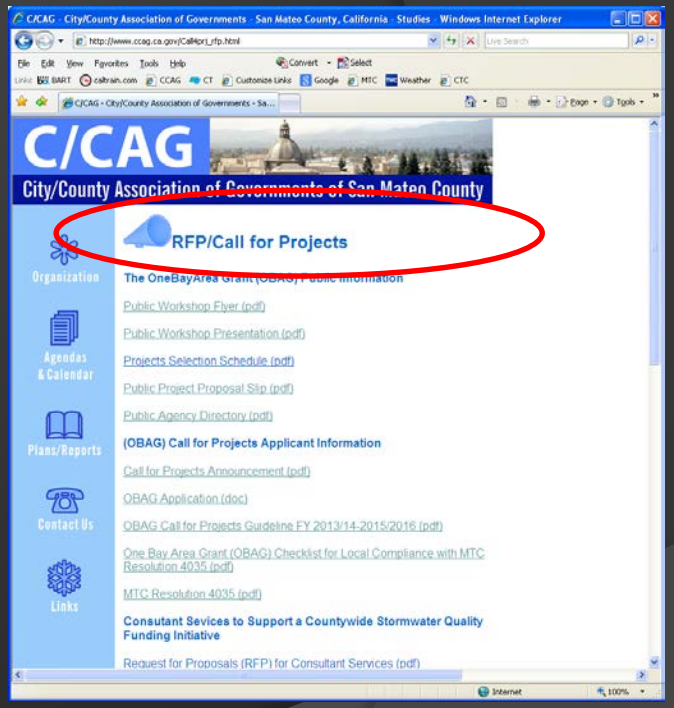
Typical requirements from the MTC program resolutions includes:

- Complete Streets Checklist & HCD requirements
- Maintaining a Single Point of Contact for all Federal Aid projects.
- Spreading program funds over several fiscal years.
- Specifying eligible applicants
- Specifying eligible project types
- Specifying amount of funds in PDAs

CMAS DEVELOP APPLICATIONS AND SELECT PROJECTS

CMAs develop a project selection process in their counties using the guidelines developed by the Bay Area Partnership:

- Call For Projects Announcement
- Call For Projects Application
- Project Selection Criteria
- Project Selection Panels
- Board approval for project funding
- Public Outreach



SOLANO TRANSPORTATION AUTHORITY OBAG CYCLE 2 PROJECT SELECTIONS

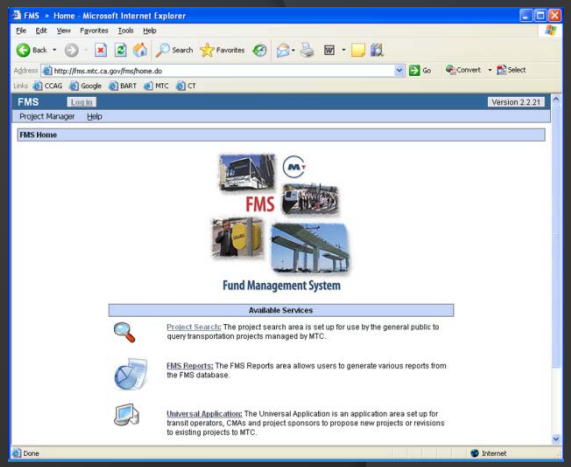
- Each Solano advisory committee selected a priority project. (BAC, PAC, PCC, etc.)
- Provided the Technical Advisory Committee (TAC) with 3 options:
  - Joint CMAQ and STP Call for Projects
  - Separate CMAQ Call for Projects and STP Call for Projects
  - CMAQ Call for Projects and STP Formula Distribution
- Utilized MTC Criteria and added additional STA specific criteria to score project submittals.
- Met with project sponsors to confirm OBAG project submittals were city priorities.
- Selected OBAG projects in context of economic development and 5-year funding availability of YSAQMD, TFCA, TDA, and ATP.

STA OBAG CYCLE 2
TIER 2 PROJECTS FUNDING STRATEGY

OBAG Cycle 2 Tier 2 Projects								
#	Project Sponsor	Project Name	Project Type	Funding Request	YSAQMD	TDA	BAAQMD	ATP
1	Dixon	Vaca-Dixon Phase 6	Bike Lanes	$500,000*	✓	✓		
2	Fairfield	West Texas Gateway	Bike, Ped, Transit	$1,950,000		✓	✓	✓
3	Rio Vista	Airport Rd	Bike Lanes	$761,000	Applied for Urban Greening Grant			
4	Rio Vista	St. Francis Way	Bike Lanes	$250,000	Not Recommended for Funding at This Time			
5	Rio Vista	Front St	Ped Improvements	$195,000	✓			
6	Solano County	Fairgrounds Dr	Bike, Ped, Transit	$500,000		✓		✓
7	STA	Vehicle Share Program	Rideshare	$250,000	Not Recommended for Funding at This Time			
8	Suisun City	Lotz Way	Bike and Ped	$752,500				✓
9	Vallejo	Sonoma Blvd	Road Diet,	$3,604,129				✓
	Total			**$8,262,629**				

WHAT HAPPENS AFTER PROJECTS ARE SELECTED BY CMAS FOR FUNDING?

Once projects have been selected for funding and are approved by CMA Boards, they are sent to MTC.

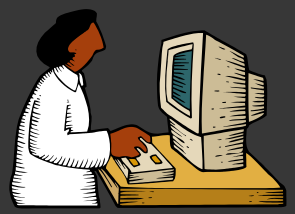


CMA's next job is to assist local agencies to **program** their projects with MTC. (Getting projects in the TIP through FMS). We have submit rights.

MTC PROGRAMMING REQUIREMENTS

CMAs review and approve programming to ensure compliance with requirements such as:

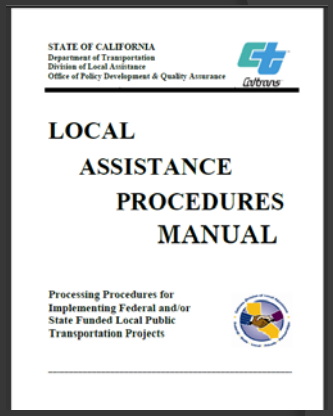
- Regional Transportation Plan Consistency



- Federal Program Requirements
- Regional Delivery Guidelines requirements (attached resolution of local support, complete FMS entries, compliance with HCD requirements)
- Balancing the funding drawdown between program years
- Checking for other regional requirements (Complete Streets Checklist, certifications, PDA locations, etc.)

AFTER PROGRAMMING - DELIVERY

Once projects have been programmed in the TIP, CMAs try to help local agencies deliver their projects.


STATE OF CALIFORNIA
Department of Transportation
Division of Local Assistance
Office of Policy Development & Quality Assurance

LOCAL
ASSISTANCE
PROCEDURES
MANUAL

Processing Procedures for Implementing Federal and/or State Funded Local Public Transportation Projects

Since most projects use Federal-Aid, CMAs try to keep up with issues that affect project sponsors and assist where they can.

CMAs also monitor for delivery (per MTC Resolution No. 3606) and assist sponsors with delivery in order to stay off the Caltrans "inactive list".

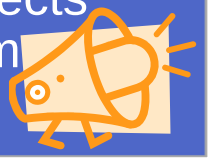
TYPICAL PROGRAM CYCLE

MTC issues program policy and process

CMAs develop county process/ application/ scoring criteria

CMAs get their process adopted by their boards

CMAs send out a call for projects and perform outreach.



CMAs select projects (using panel or committee)

CMAs take the projects through their Committees and Board.

CMAs submit their project list to MTC

CMAs facilitate the programming process

CMAs assist project sponsors in delivery

QUESTIONS?