SUB-REGIONAL SINGLE POINT OF CONTACT (SPOC) TRAINING

May 30, 2017

SPOC Workshop

1250 San Carlos Ave., San Carlos, CA

REQUIREMENTS OF A SPOC

- Outlined in MTC's Resolutions 3606 and 4202
  - Each agency must maintain a SPOC for all Federal Highway Administration (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 at least every
  - Maintain staff resources necessary to deliver federal-aid projects within the funding timeframe
  - Has a financial system in place that meets state and federal invoicing and auditing requirements

SPOC CHECKLIST

- Have sufficient knowledge to navigate the federal aid process
- Have basic understanding of the relationship between Fund Management System (FMS)/Transportation Improvement Program(TIP)/Regional Transportation Plan (RTP)
- SPOC has read and understands the provisions of the Regional Project-Funding Delivery Policy, MTC Resolution 3606
- 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 (Local Streets and Roads Working Group) meetings on an annual basis
- Maintain the Unanticipated Delays Worksheet

Note: The checklist is still under development. Please see hard copy and provide comments/ questions to or Ross McKeown
rmckeown@mtc.ca.gov
Marcella Aranda
MAranda@mtc.ca.gov

CHANGING SPOC

If your agency changes a SPOC you need to register your new SPOC with MTC.

Metropolitan Transportation Commission

Agency Single Point of Contact

Wednesday May 10, 2017

County	Agency Name	Contact Name	Email Address	Phone No.	Title
San Mateo	Atherton	David Huynh	dhuynh@ci.atherton.ca.us	(650) 752-0555	ASSOCIATE ENGINEER
San Mateo	Bay Area Rapid Transit District (BART)	Michael Tanner	mtanner@bart.gov	(510) 464-6433	Manager, Cap. Dev't and Grants
San Mateo	Belmont	Leticia Alvarez	lalvarez@belmont.gov	(650) 595-7469	Temporary City Engineer
San Mateo	Brisbane	Karen Kinser	kkinser@ci.brisbane.ca.us	(415) 508-2133	Senior Civil Engineer
San Mateo	Burlingame	Kevin Okada	kokada@burlingame.org	(650) 558-7230	Senior Civil Engineer
San Mateo	Burlingame	Augustine Chou	achou@burlingame.org	(650) 558-7236	Engineering Programs Manager
San Mateo	Caltrain	Peter Skinner	skinnerp@samtrans.com	(650) 622-7818	Senior Grants Analyst
San Mateo	Daly City	Roland Yip	ryip@dalycity.org	650-991-8155	Civil Engineering Associate
San Mateo	East Palo Alto	Kamal Fallaha	kfallaha@cityofepa.org	(650) 853-3117	City Engineer
San Mateo	Foster City	Ashraf Shah	ashah@fostercity.org	(650) 286-3588	Assistant Engineer
San Mateo	Half Moon Bay	John Doughty	jdoughty@hmbcity.com	(650) 726-8252	Interim Community Development Director
San Mateo	Menlo Park	Nicole Nagaya	nhnagaya@menlopark.org	650-330-6770	Transportation Manager
San Mateo	Metropolitan Transportation Commission (MTC)	Ross McKeown	rmckeown@mtc.ca.gov	415-778-5242	Manager, Program Delivery and Fund Management
San Mateo	Millbrae	Khee Lim	klim@ci.millbrae.ca.us	(650) 259-2347	City Engineer
San Mateo	Pacifica	Raymund Donguines	donguinesr@ci.pacifica.ca.us	(650) 738-3768	Assistant Civil Engineer
San Mateo	Portola Valley	Howard Young	hyoung@portolavalley.net	(650) 851-1700	Public Works Director
San Mateo	Redwood City	Saber Sarwary	ssarwary@redwoodcity.org	(650) 780-7370	Senior Civil Engineer
San Mateo	San Bruno	Matt Jones	mjones@sanbruno.ca.gov	650-616-7089	Contract Assistant Planner
San Mateo	San Bruno	Jimmy Tan	jtan@sanbruno.ca.gov	(650) 616-7065	City Engineer
San Mateo	San Carlos	Kaveh Forouhi	kforouhi@cityofsancarlos.org	(650) 802-4202	Associate Engineer
San Mateo	San Francisco City/County				
San Mateo	San Mateo (City)	Elton Yee	eyee@cityofsanmateo.org	650-522-7320	Assistant Engineer
San Mateo	San Mateo CCAG	Jean Higaki	jhigaki@smcgov.org	(650) 599-1462	Transportation System Coordinator
San Mateo	San Mateo County	Carter Choi	cchoi@smcgov.org	(650) 599-1452	Associate Civil Engineer
San Mateo	San Mateo County Office of Education	Jenee Littrell	jlittrell@smcoe.org	650-802-5472	Director, Safe and Supportive Schools
San Mateo	South San Francisco	Sam Bautista	sam.bautista@ssf.net	(650) 829-6668	Principal Engineer
San Mateo	Woodside	Dong Nguyen	dnguyen@woodsidetown.org	(650) 851-6790	Deputy Town Engineer

Marcella Aranda - maranda@mtc.ca.gov

WHAT IS A CONGESTION MANAGEMENT AGENCY (CMA)

C/CAG
City/County Association of Governments
of San Mateo County

WHO/ WHAT IS A CMA

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

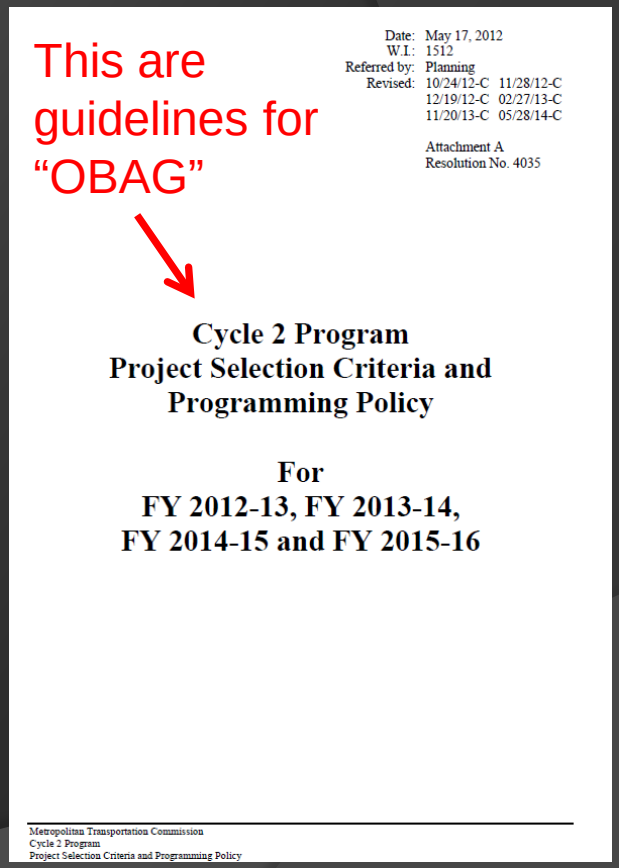
The CMA is responsible for development of a Congestion Management Program (CMP) or Countywide Transportation Plan (CTP)

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 are guidelines 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

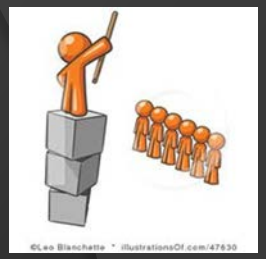
Attachment A
Resolution No. 4035

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



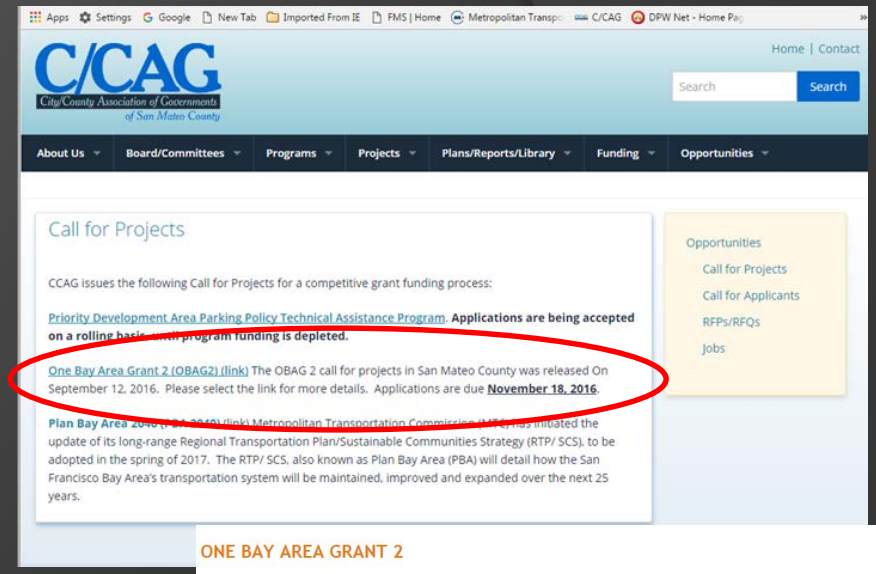
Typical requirements from the MTC program resolutions includes:

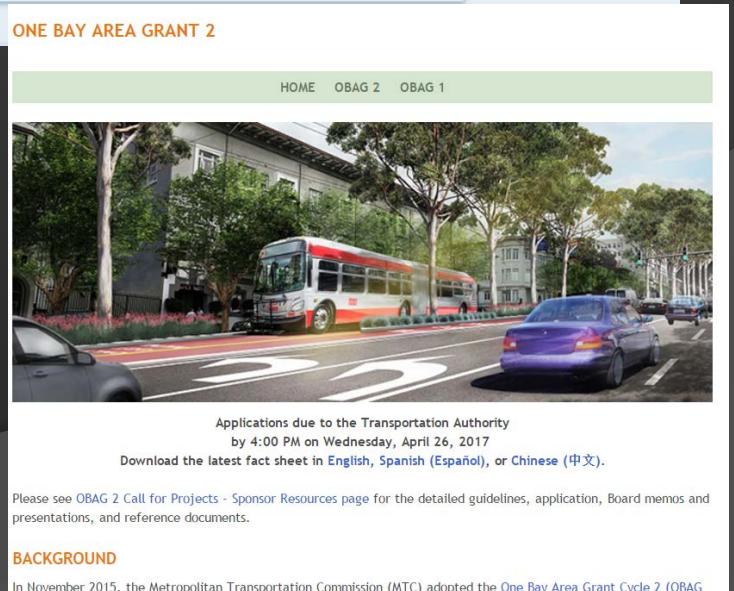
- Complete Streets Checklist & HCD requirements
- Maintaining a Single Point of Contact for all Federal Aid projects.
- Spreading program funds over several fiscal years.
- Specifying eligible applicants
- Specifying eligible project types
- Specifying amount of funds in PDAs

CMAS DEVELOP APPLICATIONS AND SELECT PROJECTS

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

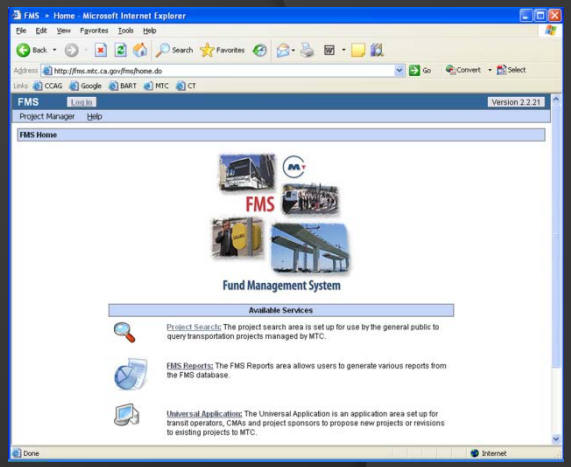
- Call For Projects Announcement
- Call For Projects Application
- Project Selection Criteria
- Project Selection Panels
- Board approval for project funding
- Public Outreach





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.

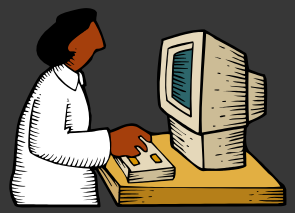


CMA's next job is to assist local agencies to **program** their projects with MTC. (Getting projects in the TIP through FMS). We have submit rights.

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, HPMS…etc.)
- Balancing the funding drawdown between program years
- Checking for other regional requirements (Complete Streets Checklist, certifications, PDA locations, etc.)

HOW DOES THE RTP AND TIP AFFECT YOU?

RTP / SCS
25 year plan

TIP
4 year program

Project

NEPA or
Allocation or
Obligation or
Project Report

Feds or Caltrans will ask, “Is this project in the Transportation Improvement Plan (TIP)?” Check FMS to see if this is in the TIP

To get a project in the TIP the Metropolitan Transportation Commission (MTC) will ask “Is this project consistent with the Regional Transportation Plan (RTP)?”

Plan Bay Area 2040 is the RTP

TYPICAL PROGRAM CYCLE

MTC issues program policy and process

→

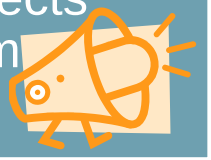
CMAs develop county process/ application/ scoring criteria

→

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

→

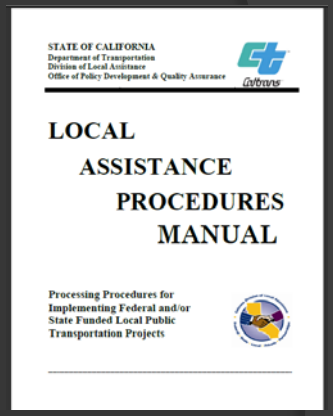
CMAs facilitate the programming process

→

CMAs assist project sponsors in delivery

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.

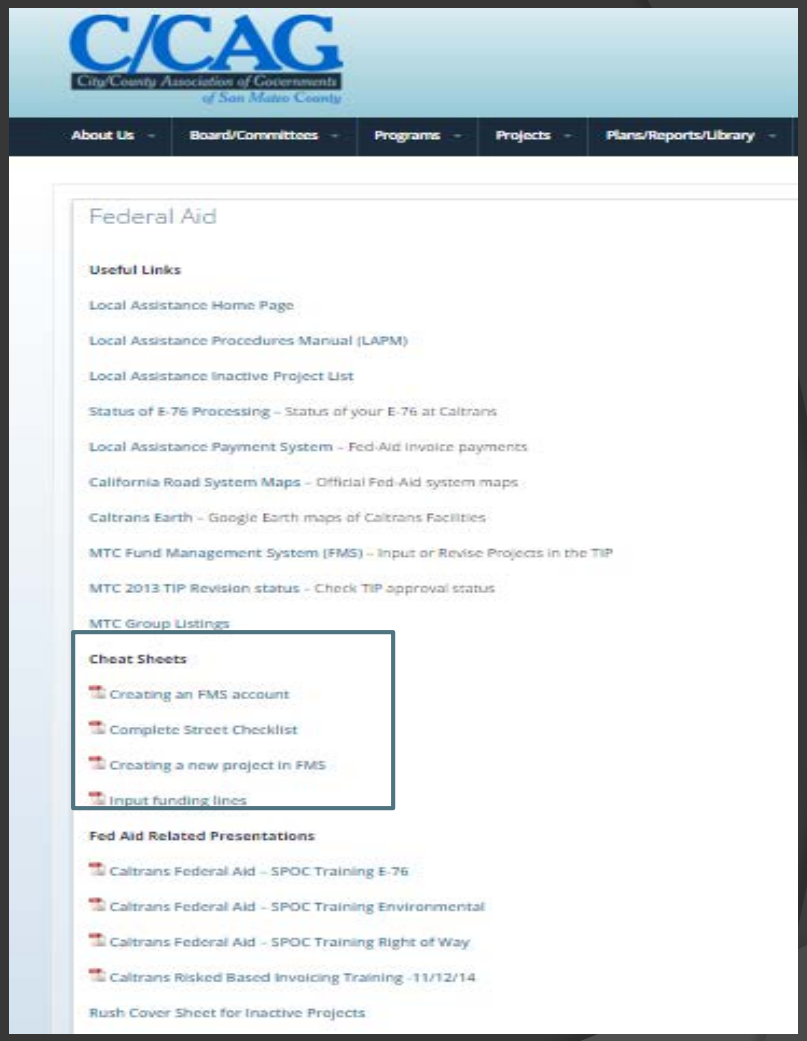
CMAs also monitor for delivery (per MTC Resolution No. 3606) and assist sponsors with delivery in order to stay off the Caltrans "inactive list".

CHEAT SHEETS

C/CAG has cheat sheets an links to help you.

These can be found at:
http://ccag.ca.gov/programs/transportation-programs/federal-aid/

For San Mateo agencies you can also just give us a call.

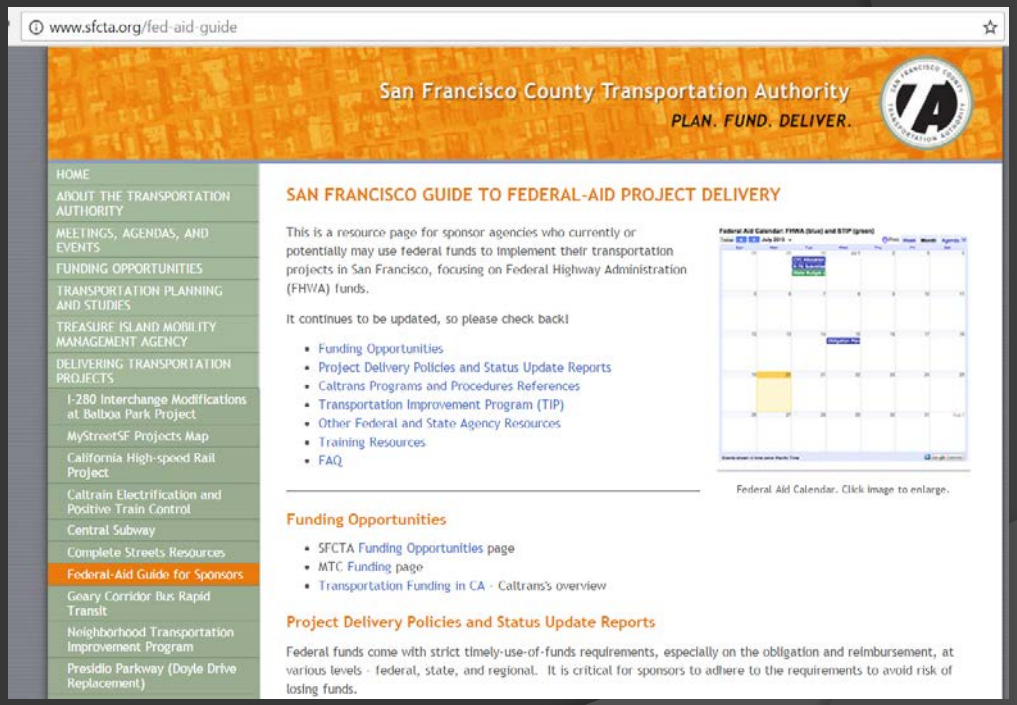


Jean Higaki 650-599-1462 - jhigaki@smcgov.org
Jeff Lacap 650-599-1455 - jlacap@smcgov.org

CHEAT SHEETS

SFCTA's Resources

- www.sfcta.org/fed-aid-guide
- Info sharing at monthly Technical Working Group (TWG) meeting (Third Thursdays, 9:30am at SFCTA office)

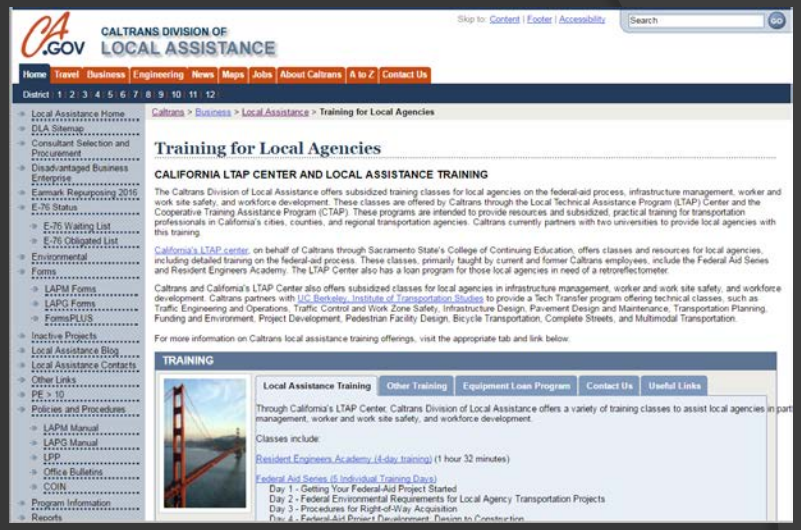


Mike Pickford (415) 522-4822; mike@sfcta.org
Amber Crabbe (415) 522-4801; amber@sfcta.org

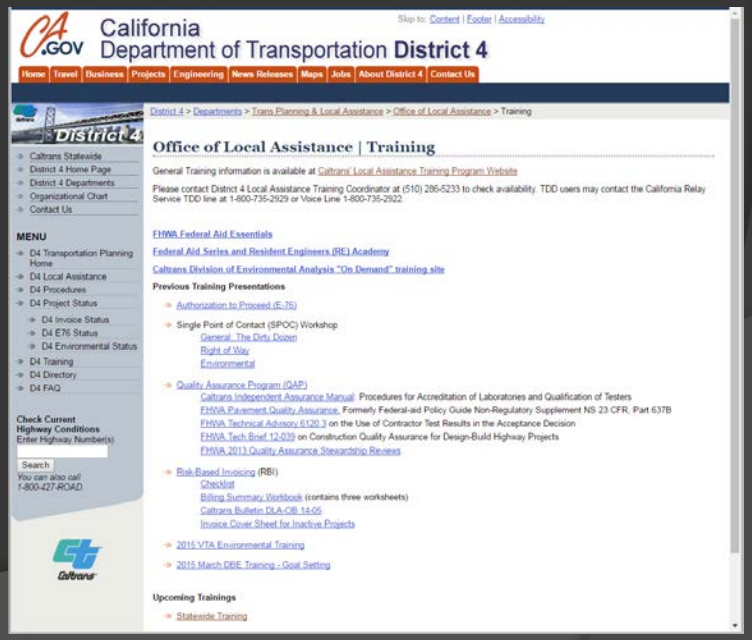
MORE RESOURCES

Caltrans has more resources to help you.

State site:
http://www.dot.ca.gov/hq/LocalPrograms/training.html



District 4 site:
http://www.dot.ca.gov/dist4/ola/training.php



REGIONAL WORKSHOP

Don’t forget the Regional Workshop

Tue. 6/6/17, 9:00a – 12:00p

Caltrans Local Assistance, District 4
Oakland, CA 94612

RSVP: https://mtc-spocworkshop-regional2017.eventbrite.com

Reservations Required. Priority is given to registered SPOCs. General questions may be directed to Marcella Aranda to maranda@mtc.ca.gov

QUESTIONS?