



Program of Projects (POP)

FY2021

Due: April 30, 2021 at 2pm PST

Agency Name:	
5311	CMAQ

Regional Contact Info:

Regional Contact Name:		Phone Number:	
Contact Title:		Date:	

General Information:

County or Region:		Caltrans District:	
Original Submission Date:		Revision Number:	
		Revision Submission Date:	

Section A: Available Funding

Apportionment for this Cycle (Federal Share):	
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Section B: Programming

Operating Assistance Total:	
Capital Total:	
Total Programmed (Operating + Capital):	

Flexible Funds (if applying for CMAQ, STP or Federalized STIP):

Flex Funds Total:	
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*Request for transfer will be applied for directly through the District - Local Assistance, District Engineer, and Headquarters' Division of Local Assistance. Division of Rail & Mass Transportation will receive a conformation once the transfer is completed.



Statewide Transportation Improvement Program (STIP)

All federal funds to be used for transit projects must be included in a federally approved STIP. A Transportation Planning Agency (TPA) must ensure that Section 5311 projects are included in the Department of Transportation's (Department) Statewide Transportation Federal Improvement Program (FSTIP), which is jointly approved by the Federal Highway Administration (FHWA) and FTA.

A copy of the federally approved STIP Page must be attached for all projects to be programmed through the Section 5311 program. The project description and associated dollar amounts must be consistent with the federally approved STIP information.

- **Metropolitan Planning Organizations (MPOs)** are responsible for programming projects within their jurisdiction.
- Rural Transit & Intercity Bus staff will submit **Non-MPO / Rural Transportation** organizations projects directly to the Department's Division of Financial Programming for inclusion into the FSTIP.

For further guidance see the Department's [Division of Financial Programming website](#).



PART 1: Operating Assistance - Regional Apportionment

Metropolitan Planning Organizations (MPOs) are responsible for sub-allocating projects within their jurisdiction:

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount (if any)	Net Project Cost	Program of Projects Document Year	Programmed Date or Amendment Number
Operating Assistance Funds Total:							



PART 2: Capital (Vehicles, Construction, Preventive Maintenance and Planning) - Regional Apportionment

Metropolitan Planning Organizations (MPOs) are responsible for sub-allocating projects within their jurisdiction:

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount (if any)	Net Project Cost	Program of Projects Document Year	Programmed Date or Amendment Number
Capital Assistance Funds Total:							



PART 3: FLEX FUNDS (i.e. CMAQ, STP, or Federalized STIP*) if applicable

*Federalized STIP projects must complete the CTC allocation process.

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount (if any)	Net Project Cost	Program of Projects Document Year	Programmed Date or Amendment Number
FLEX Funds Total:							



Instructions:

PART 1 – Operating Assistance

- Do not list previously approved projects (i.e. projects listed in a prior grant).
- Funding split: 44.67% Local Share and 55.33% Federal Share.
- Third Party Contract Requirement – all third-party contracts must contain federal clauses required under [FTA Circular 4220.1F](#) and approved by the State prior to bid release.
- Net project cost does not include ineligible cost (i.e. farebox, other revenues, etc.).

PART 2 – Capital (Vehicles, Construction, Preventive Maintenance and Planning)

- **PRE-AWARD AUTHORITY IS STRICTLY FORBIDDEN FOR ALL CAPITAL PURCHASES** Receiving an executed Standard Agreement (DOT-213A) is NOT procurement authorization.
- All vehicles procured with Section 5311 program funds must be ADA accessible regardless of service type (fixed route or demand-response service). Capital projects must contain a full description of project: A PRELIMINARY ENVIRONMENTAL SURVEY (PES) is required for Capital projects other than vehicle procurement. (i.e. facility or shelter - include specifics, planning studies, preventative maintenance). **The PES does not satisfy the requirements for environmental review and approval.** When the agency prepares the documentation for a categorical exclusion, the Environmental Justice Analysis must be included.
- Funding split: 11.47% Local Share and 88.53% Federal Share.
- Procurement Contract Requirement – all documents used for procuring capital projects must contain federal clauses required under [FTA Circular 4220.1F](#) and approved by DRMT prior to bid release.

PART 3 - FLEXIBLE FUNDS (i.e. CMAQ, STP, or Federalized STIP*) if applicable:

- Request for transfer will be applied for directly through the District - Local Assistance District Engineer, and Headquarters' Division of Local Assistance. Division of Rail & Mass Transportation (DRMT) will receive a confirmation once the transfer is completed.
- Funding split: 11.47% Local Share and 88.53% Federal Share. CMAQ may be funded up to 100% at the discretion of the Regional Planning Agency/MPO.



Certifications and Assurances of the MPO's and RTPA's

General Information:			
Regional Agency Name:		Contact Person:	
Contact Email:		Contact Phone:	
Name of Subrecipient:		Project Description:	

Project Amount and Fund Type:	
Regional Apportionment 5311 or 5311(f)	Total Project Cost

Federal Transportation Improvement Program - Metropolitan Planning Organizations and Regional Transportation Planning Agency		
Document (or Amendment) Number	Document (or Amendment) Year	FHWA/FTA Federally Approved TIP (Date)



Check all that apply below:

	Some combination of state, local, or private funding sources have been or will be committed to provide the required local share.
	The subrecipient has coordinated with other transportation providers and users in the region, including social service agencies capable of purchasing service.
	The amount requested does not exceed the Federal funds provided to this agency in the approved Federal TIP or Federal Statewide TIP(FSTIP)
	The regional agency or TPA has approved, by resolution, the programming of funds for this Project and Project has met all Statewide Transportation Improvement Program (STIP) requirements.

Certifying Representative:

By signing below, I have read and acknowledge that my agency is in compliance with certifications and assurances as stated above.

Name:		Title:	
Signature:		Sign Date:	

Please sign above in BLUE ink

Due to COVID-19 we will be accepting both wet and electronic signatures